

G.B. PANT UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, PANTNAGAR
OFFICE OF THE REGISTRAR

No. R/Exam/3327

Dated: 16.01.2021

OFFICE ORDER

Online examinations have been scheduled in view of the prevailing Covid-19 pandemic for I semester final examinations 20-21. The students are advised to note the following:-

- 1- The question paper will be delivered on Microsoft Team or G. Suite, as the case may be.
- 2- The question paper will have three sections as mentioned below:-

Section I: It will have general information like name of student, identity number, course programme, course title, course number, date of examinations. The student will have to fill the details.

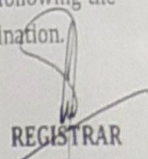
Section II: It will comprise of question papers.

Section III: For submission of answer sheet

- 3- All answers are to be written on A4 size paper with blue/black pen and name, id no., course number, and date of examination are to be clearly specified on the top right corner of each page of answer sheet.
- 4- The question paper will be delivered to the students five minutes ahead of the scheduled time of examination. i.e. at 9:55 am in I meeting and 1:55 PM in the II meeting.
- 5- The time duration for solving the question paper will be one and half hour, i.e. from 10:00 am to 11:30 am in I meeting and 2:00 PM to 3:30 PM in the II meeting.
- 6- An extra ten minutes will be provided for taking images of answer sheets, making pdf, and uploading the file to google suite i.e. by 11:40 am in section III in I meeting and 3:40 PM in II meeting. Student will use suitable app or software for making image/pdf file so that the digital size is reduced and which will help in quick uploading of the answer sheet.
- 7- If any student fails to upload the answer sheet in section III, he/she may send the file on whatsapp showing the time of his/her response to whatsapp, with prior permission of invigilator on phone cell positively by 11:45 am. in I meeting & 3:45 PM in II meeting.
- 8- All processes for completion of on-line examination would end at 11:45 am sharp in I meeting & 3:45 PM in second meeting.
- 9- All students would ensure a place of good connectivity, good data speed plan, alongwith electronic device, like smart phone/laptop/etc. for smooth conduct of examination. If he/she has to move out for connectivity compulsory, the id card

and schedule of examination would work as the pass during examination hours, if the area comes under lockdown.

- 10- Due to unforeseen circumstances if a student is unable to appear in the semester final examination of any course, he/she will be allowed for make-up examination(s) immediately after the final examinations are over, following the same sequence of examination schedule as drawn for the final examination.


REGISTRAR

CC:-

1. All Deans of Colleges for circulation to faculty members/instructions.
2. Dy. Registrar, All UG/PG Counters of Registrar Office.
3. I/C University website for uploading on the website of the University.
4. P.S. to V.C. for kind information of the Vice-Chancellor.
5. Semester Examination file.