

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA**

No. Acad./Cal/2020-21/947

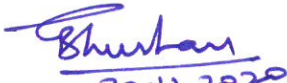
Dated: 20.11.2020

EXAMINATION NOTIFICATION FOR ODD SEMESTER OF AY 2020-21

The Senate in its 40th meeting held on 17.11.2020 vide item no. S 40.08 decided the following regarding the end semester examinations for the odd semester of academic year 2020-21 under the prevailing conditions of COVID-19 keeping in view the guidelines of MoE/Central/State Govt.

1. The end semester theory examinations for the odd semester of academic year 2020-21 are to be held online. The modalities for conduct of online examinations were deliberated in detail and approved. The same are attached as Annexure-I.
2. The practical viva-voce, project viva etc. are to be conducted online.

Encl: as above


20.11.2020
Dean (Academic)

Copy to:

- 1) All Deans and HODs/School Coordinators
- 2) Chief Warden (Boys) and Chief Warden (Girls)
- 3) Prof. I/c (Examinations)
- 4) Prof. I/c (Academic)
- 5) Prof. I/c (CCN) with a request to upload it on Institute website.
- 6) Prof. I/c (Physical Education)
- 7) NCC Officer
- 8) Prof. I/c (Accounts)
- 9) Sr. Secretary to Registrar for kind information of the Registrar
- 10) AR to Director for kind information of the Director

**GUIDELINES FOR ONLINE EXAMINATIONS
(FOR ODD SEMESSRER OF AY 2020-2021)**

1. The students are required to join for the online examination on the link sent by the course-coordinator/examiner.
2. The course coordinators/examiners will act as invigilator for the examination.
3. The mobile number and e-mail of the faculty conducting the examination must be mentioned on the question paper. In case of any difficulty /issue during the online examination, the students may contact the faculty at that number. The decision of the course-coordinator/examiner will be final.
4. The question paper will be sent by the course-coordinator/examiner 10 minutes before the commencement of examination via e-mail/google classroom/WhatsApp.
5. All the students are required to switch the **camera of laptop/mobile in ON position** during the examination.
6. The students will be given **2 hours for answering the question paper**. The students will be given 20 minutes (from the end of examination time) to submit the PDF file of the all answer sheets by e-mail (as mentioned on question paper) to the course coordinators/examiners. The total exam duration will be 2 hours and 30 minutes as below:

S. No	Activity	Time Allotted
1	Question paper delivery & reading	10 minutes
2	Answering of questions	2.00 hours
3	Scanning of answer sheets and e-mailing	20 minutes

7. The question paper may have multiple choice/subjective/blended questions.
8. The students will use A4 size papers as answer sheets. They will write the course name and code along with their Roll No, signatures and total number of pages used on the first page.
9. The students are also required to write their Roll No and signatures on each page of the answer sheet.
10. The samples of first and subsequent pages of answer sheets are attached as Annexures A & B respectively.
11. The maximum page limit for answering question paper is 30 pages including graphs.
12. It is mandatory to specify page number on each answer sheet. As an illustration for a student using 18 pages as answer sheets, page numbering will be as 1/18, 2/18, 18/18.
13. The students must use blue/black pen only for writing their answers.
14. The students shall not mention their mobile number and name on the answer sheet.
15. At the end of schedule time, the students will make a PDF file of answer sheet naming it as Roll No.pdf (As an illustration 1181xxxx.pdf) and submit it on the e-mail id of the coordinator/examiner mentioned on question paper.
16. The evaluation record of the answer sheets of the course will be saved in excel format and the same will be shared with the students by e-mail after evaluation of answer sheets, before the final submission of awards to the examination branch as per the procedure.



ANNEXURE A
Sample of Front/First Page

Roll No.

Signature of student

Department/School:

Semester:

Nomenclature of Course:

Course Code:

Total Number of Pages Used:

Roll No.

Signature of student