

# **GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**Guidelines/Instructions for students regarding conduct of  
University Examinations of UG/P.G (Semester)  
commencing w.e.f. 13.07 .2021 onwards.**

# Offline/ Online Mode

- The theory examinations of UG/PG(Semester) commencing w.e.f. 13.07.2021 onwards will be conducted in blended mode.
- Choice of mode i.e. offline/online will also be taken from the students upto 10.07.2021.
- Necessary arrangements will be made in the college for those who chose to appear in offline mode. They are however, advised to wear mask and abide by Covid-19 SOPs issued by Govt. of India/MHRD/ Haryana Govt./DHE/KUK.

**Note: GOOGLE FORM HAS ALREADY BEEN CIRCULATED TO YOU ON YOUR WHATSAPP GROUPS.**

**PLEASE FILL THE SAME AND SUBMIT.**

# Proctoring through Google Meet

1. Proctoring of students will be done through Google Meet. The college has made extensive arrangements for the same.
2. The students will ensure that they have the proper Internet connectivity for the whole duration of the Examination. In case any student doesn't have laptop/smart mobile phone/-desktop with camera or not having internet connectivity or having poor internet connectivity. He/she is required to request the Chairpersons/Directors/Principals of the concerned Department/Institute, College well in time to appear in offline mode.
3. Disconnection/Disappearance from the Google meet during examination/ proctoring will be treated as use of unfair means by the candidate and the proctor may make unfair means cases (UMC) in such a case.

# Proctoring through Google Meet

4. While attempting the examination through Pen and paper, make yourself available to sit in front of webcam running through Google Meet for the full duration of the paper at their place of examination.
5. The position of the webcam has to be adjusted in such a way that your full view while attempting the paper is visible to the invigilator.
6. Put your microphone in "Off" mode during the Google Meet except the webcam.

# Receiving question paper and format of Answer Book

1. The candidate will receive the Question Paper from the Chairperson/Director/Principal through your WhatsApp group/ email.
2. Solve the question paper from your remote location on A-4 size paper in your own handwriting (as per specimen available on University Website). Maximum page limit would be 36 (Thirty Six) pages.
3. The candidate will also mark Page Nos. on the Answer-Book. On the first page of the Answer-Book, he/she will fill the following details:
  - (i) Univ. Roll No. (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_
  - (ii) Name of the student \_\_\_\_\_ (iii) Class/Semester \_\_\_\_\_
  - (iv) Name of the Paper: \_\_\_\_\_ (v) Code of Paper: \_\_\_\_\_
  - (vi) Total No. of Pages written by candidate: \_\_\_\_\_ (vii) Date of Exam \_\_\_\_\_
  - (viii) Signatures of the Student: \_\_\_\_\_

# Receiving question paper and format of Answer Book

4. The student will attempt questions Serial No. wise and will write the question no. in the centre of the Page so that the question No. attempted is clearly visible.
5. Please write your Roll No, Paper Code and Page No. at each subsequent (next) page of the sheet used.
6. Put your signatures on each page of the answer-sheet used by you. Answer-sheet without signature of the candidate will not be evaluated.

Note that you must add yourself to your respective WhatsApp group if you have not yet been added or you have changed your mobile number

# Preparing and Uploading PDF

- Affix your latest passport size photo and place your signatures on the Admit Card.
- Enclose your roll no. slips along with the answer sheet as first page and save the answer book in .pdf format with your roll no. as the file name.
- Complete all the process & **save the PDF file** by using a scanner or mobile app like Microsoft Office Lens/Adobe Scan/vFlat App **with file name as your Roll No.**
- Ensure that the written material is clearly visible.
- While attempting the paper, use blue/black pen only.

# Submission of Answer Books

1. Submit the soft copy of his/her answer book through Google Form to the concerned Department/Institute/College within the specified period i.e. 4 hours from commencement of examination. While sending the PDF answer book through Google Form and make sure that you have also enclosed his Roll No. slip alongwith the Answer Sheet. The Answer Sheets received late will not be accepted.
2. While sending the Answer Book, please write your Roll No., Nomenclature & Code No. of Paper in the subject of Google Form.
3. Do not write your Mobile No. etc. otherwise Unfair Means Case will be made.

# For Ex-students only

- The Ex-students or the students of shifted/disaffiliated/closed Institutes/colleges will be required to register themselves in the colleges/Institutes as allotted to them on their Admit Card by updating his/her details i.e. Name, University Roll No" Class/Semester' subjects, mode of examinations, E-Mail ID, WhatsApp No. & other required information. The registration fees of Rs. 50/- will be charged by the concerned Institute/college from such Ex-students of shifted/disaffiliated/closed Colleges/Institutes.