

For College Website ✓

## GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

### NOTICE

Dated: 08/07/2021

Guidelines/Instructions for students regarding conduct of University Examinations of UG/P.G (Semester) commencing w.e.f. 13.07.2021 onwards.

1. The theory examinations of UG/PG (Semester) commencing w.e.f. 13.07.2021 onwards will be conducted in blended mode.
2. Choice of mode i.e. offline/online will also be taken from the student's upto 10.07.2021.
3. Proctoring of students will be done through Google Meet and 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.
4. 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.
5. The candidate need to enclose his/her roll no. slips alongwith the answer sheet as first page and has saved the answer book in .pdf format with his/her roll no. as the file name.
6. 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.
7. The candidate will receive the Question Paper from the Chairperson/Director/Principal through Electronic Mode & will solve the question paper from their remote location on A-4 size paper in his/her own handwriting (as per

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specimen available on University Website) and maximum page limit would be 36 (Thirty Six). 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. The candidate will also mark Page No. 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) Sign. of the Student: \_\_\_\_\_

8. The candidate will write the above information and Roll No, Paper Code and Page No. at each page of the sheet used. The candidate must ensure that he/she has put his/her signature on each page of the answer-sheet used by him/her. Answer-sheet without signature of the candidate will not be evaluated.
9. The candidate will be required to complete all the process & will save the pPDF file by using a scanner or mobile app like Microsoft Office Lens/Adobe Scan/vFlat App with file name as his/her Roll No. He/She will ensure that the written material is clearly visible.
10. The candidate shall affix his/her latest passport size photo and place his/her signatures on the Admit Card.
11. The candidate will then 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, the candidate will ensure that he/she has also enclosed his Roll No. slip alongwith the Answer Sheet. The Answer Sheets received late will not be accepted.
12. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the subject of Google Form.
13. While attempting the examination through Pen and paper, the candidate will make themselves available to sit in front of webcam running through Google Meet for the full duration of the paper at their place of examination. The position of the webcam has to be adjusted in such a way that the full view of the candidate attempting the

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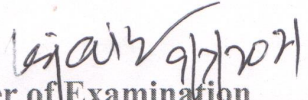
paper is visible to the invigilator. The candidate will put his/her microphone in "Off" mode during the Google Meet except the webcam.

14. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. 07 otherwise Unfair Means Case will be made.

15. While attempting the paper the candidate will use blue/black pen only.

16. The students who want to apply for Re-evaluation will apply within prescribed time & the Answer-books of those students will be demanded accordingly.

  
Principal

  
Controller of Examination