



**DR B R Ambedkar National Institute of Technology, Jalandhar**  
**Jalandhar (Punjab) INDIA-144011**  
**EXAMINATION SECTION**

Ref.No. NITJ/ES/8024

Date: 16.12.2020

**End Semester Examinations, January 2021**  
**Instructions to Students**

1. Students are required to be well prepared before the start of examination, ready with all the required items (Stationary, Computer-Desktop/Laptop, Sufficient Internet data-pack, other course specific requirements).
2. The End Semester Theory Exams timings will have followings components:

S No	Time Component	Details of activities
1	15 Minutes before the start of Exam	Time for noting down the questions from the question paper.
2	2 Hours Examination period	Writing of answers. During this period Invigilation will be conducted on Google Meet.
3	15 Minutes after the end of Exam	Time for preparing PDF of the answer booklet and its submission.

3. Students will join the 'Google-Meet' link of their Examination Group before the start of the examination period. **It is compulsory for students to keep the camera in ON-mode from logging-in to submission of the Answer Booklet.**
4. **Students are required to ensure the position of the camera at an appropriate distance for smooth supervision of the examination process by the invigilators.**
5. In case a student keeps his/her camera in OFF-mode or fails to keep the camera in ON-mode due to any reason, he/she will be marked absent by the invigilator. In such a case student need to appear in subsequent examination in the Institute.
6. In case of any interruption, no extra time will be given. However, in such a case student need to appear in subsequent examination in the Institute, if the cause of interruption is timely reported to HOD through course coordinator and found genuine. All such cases need approval of the Dean Academics for re-examination.
7. **If a student is found guilty of indulging in any unfair means, strict action will be taken against the guilty student as per 'Institute guidelines for Unfair Means Cases'.**
8. For receiving question paper and submitting answer booklet in PDF format, students are also required to login 'Google Classroom' of the relevant course or their institute email id, as advised by their course teacher.
9. Students are required to write the answers in hard copy (on A4 sheet) with blue/black pen.
10. Students are required to fill all their particulars on first page of the answer booklet as given below. They are advised to fill these particulars (on Page 1) well before the start of the examination to save their time.

Dr B R Ambedkar NIT Jalandhar			
End Semester Examination, January 2021			
Name		Roll No.	
Course Title		Course Code	
Programme		Department	
Semester		Date of Exam	
Number of Pages Written			
Full Signature of Student			

11. Students will sign on the upper left corner of each page of the answer booklet and put page numbers on upper right corner of each page before preparing its PDF and sending to the teacher.
12. The answer booklet (in pdf file) will be submitted to the teacher by naming the pdf file as 'Roll No, Name and Course Title', for example: *19106110YuktKatariaEGandCADD*.
13. Students are required to submit the hard copy of the answer booklet to the concerned faculty members as and when they join the Institute.
14. **It is to clarify that the examination is not in the open book mode.**

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**Associate Dean (Examinations)**

CC:

1. Director, for information pl.
2. Dean Academics
3. AD (PG/UG), AR Academics
4. HoDs for circulation among all students of the departments
5. All Faculty Members
6. Scientific officer, for posting on Institute Website.