



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
(Jais, Amethi, Uttar Pradesh: 229304, India)

Phone No. +91-535-270-4565/4566/4568

Email: academic@rgipt.ac.in

Office of the Dean (Academic Affairs)

Ref No.: RGIPT Jais/Endsem/2019-20/1

8<sup>th</sup> June 2020

## **NOTIFICATION**

### **(Guideline for the Examination in-charges & Course conveners for conduction of end-semester examination)**

The Institution has decided to conduct the following examinations via online mode.

- B.Tech. VIII Semester, End Semester examination, 2019-20
- MBA VI Trimester, End Trimester examination, 2019-20
- Diploma VI Semester, End Semester examinations, 2019-20

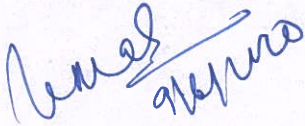
The examination in-charge of respective departments are requested to ensure the following for smooth conduct of examination;

- Circulation of examination timetable by 12<sup>th</sup> June 2020 to students and faculty members
- Ensure with the course convener that the question papers are circulated to the students before 15 min of the commencement of the examination
- No attendance shall be taken during the examination. The receipt of the answer book in time will be considered as attendance of the student in that particular examination
- Since the answer books will be received by you, you shall provide your WhatsApp number/s to the students mentioning the students to submit their answer books in the same number.
- Ensure that the answer copies (clear & readable) are hand written and received within 30 min of completion of examination and send an acknowledgement to the student for record
- You shall mark the absentees in each examination after collection of answer books and send a copy to the Academic office for record.
- Take print outs of the answer sheet of each student on the stamped blank papers provided by the academic office
- Keep a record of the number of copies received in the template provided by the academic office
- Transfer the answer books to the course conveners for evaluation and a copy of the receipt to be sent to the Academic office for record.
- You may seek secretarial assistance from the Department to handle various activities related to the above
- A brief guideline is already circulated to the students. A copy of the same is enclosed along with the notification for your reference and necessary action

*Amal*  
9/6/2020

### Instruction for Course convener

- The convener needs to ensure that the question paper is sent via institute e-mail ID to all students 15 min before the commencement of the examination.
- The question paper shall contain the necessary guidelines, please note that it is an open book examination
- The question paper shall be set for 3 hour duration.
- You shall receive the answer books from your Department examination in-charge.
- Ensure that the answer book received for each student is distinct and does not possess any similarity to that of the fellow students in the batch.
- The evaluation of answer book and submission of grade to be completed within the time limit as specified in Ordinance.
- The course convener shall circulate the list of marks obtained in the end semester examination to all students via email.
- The grievance raised, if any by the students shall be promptly addressed.
- The course conveners shall forward the list of students those have received "F" grades in any of the subject to the Academic office and concerned student by 13<sup>th</sup> July 2020, Monday so that he/she may apply for the summer term as per the guideline.



U. Ojha

Dean (AA)

Copy to:

- All Faculty members
- All HoDs
- Asst. Register, (Academic)



U. Ojha

Dean (AA)