

Office of the Controller of Examination
Guru Nanak Institute of Technology

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Date: 15-02-2022

NOTICE

Odd Semester Examination under Autonomy

Guidelines to Conduct Proctor Based Exam

Examination will be Proctor Based, and the steps are as follows:

Steps:

1. Invigilator will create a **meeting link in Google meet and send it to the exam cell** in a prescribed format that will be given by the exam cell.
2. On the date of examination, students will get a mail containing the **question paper (password protected)** and the meeting **link 10 min before** the examination.
3. Invigilator will **host the meeting 10 min before** the examination.
4. Students will join the meeting and **download** the exam paper from the link.
5. Students have to **switch on the camera** throughout the examination.
6. Invigilator will share the **submission link in the chat box** of Google meet.
7. Invigilator should take the **attendance** of the participant and **check the admit card** during the examination.
8. Invigilators should **record the meeting** and upload into Google drive in the examination cell help desk.
9. After completing the exam students should take a clear picture (portrait mode) and upload the answer sheet in PDF format in the given link.
10. During the examination if a student is found without an admit card it should be informed to COE with Roll No, name, Semester & Department through mail.



Dr. Arun Kumar Mondal
Controller of Examination
GNIT

Cc: Principal/All HODs/Register/Account/All Notice Boards

