

# GOBINDAPUR SEPHALI MEMORIAL POLYTECHNIC

## General Guidelines for the Internal Assessments:

- 1. During the examinations, all students must be instructed to switch on their camera of the device by which they will appear in the examinations.**
2. At the time of each examination, at least two faculty members will observe examination as per schedule provided by the Council through the IDs in which the online examinations will be taken, just like the offline examinations where faculty members invigilate in the examination hall. Also, online invigilators will take attendance of the students during the examination. Head of the Institute can also observe the examination by this system.
3. There is an option of recording in G Suite for Education by which the examinations will be taken. Invigilators must record the whole examination with this option and the recorded examination will be automatically uploaded in the drive of the mail ID by which the examinations will be taken. This video must be shared to the G Suite ID of the respective Head of the Institute already provided. This will be treated as reporting to the Head of the Institute regarding conduct of examinations. The Head of the Institute must preserve all AV modules related to the examinations of the respective Institutes. Council will ask for any module related to the Examinations at any time after the examinations.
- 4. The answer-scripts of the students must be uploaded by the students within stipulated time and Institute must send the uploaded answer-scripts of the students to the Council as will be mentioned by the Examination section of the Council.**
- 5. Students should be advised to appear for the examinations from the place where they will not normally face any internet connectivity problem.**
- 6. For internal assessment duration of E10M will be 45 minutes for Full paper (Full Marks in IA: 20) and 30 minutes for Half paper [Full Marks in IA: 10]**
7. Question papers will be sent to the students by the respective institutes/Subject Teachers through Email/WhatsApp or by any other online mode 5 minutes before commencement of the examinations.
8. Students have to write the answer of the questions in own handwriting using 44 size pages. **Each completed answer script must possess a FRONT PAGE (A4 size) carrying details (Branch, Semester, Registration Number, Roll Number, Subject Name & Date of Examination) of the student.**
9. After completion of the examination, students have to send scanned copies along with the filled in front page (in single PDF file only) to the respective Institute through Email/WhatsApp or any other online mode within the stipulated time. Name of the PDF file should have **a specific format as <Registration Number>\_<Subject Code>\_<Date of Examination>\_<Branch Name>**
10. **Students will be provided with additional time of, 15 minutes for uploading the scanned answer script after the examination hours.** As there is time restriction for sending the answer script to the Institute, students should be very much careful about it and must make necessary arrangements prior to appearing in the examination on each day
- 11. Attendance of the students must be recorded by the institutes and subject teachers have to submit the question papers to the respective Secretary, Academic Council for keeping record.**