



COORDINATOR OF EXAMINATIONS

AMAR SINGH COLLEGE,

GOGJI BAGH, SRINAGAR, J&K

The Constituent College of Cluster University Srinagar

Website:- <http://ascollegelive.net>

Email: -principal@amarsinghcollege.ac.in

Telefax : 0194 2310227/2311674

No: ASC/CE/20/

Dated : / /2020

Guidelines for Online Examination

(UG 5th Semester Batch 2016 , University of Kashmir)

In view of COVID-19 outbreak and implementing the Standard Operating Procedures (SOP's) issued by Ministry of Human Resource Development (MHRD), Govt. of India vide No.F16-16/2020- UIA, dated 6th July 2020 and UGC guidelines for conducting examinations dated 29/04/2020 and revised guidelines titled "UGC Revised Guidelines on Examinations and Academic Calendar for Universities in view of COVID-19 Pandemic", dated 6th July 2020, the following guidelines have been drafted in consonance with UGC Guidelines and candidates are advised to read and make them understand properly:

1. There shall be online examination in which only those backlog candidates of UG 5th Semester (Batch 2016) can participate who have submitted their examination forms and deposited prescribed fee.
2. Examinees shall be required to produce /upload Admit card along the question paper / assignment failing which the evolution process will not undertake.
3. Candidates who intent to appear in the online examination using smart phones or tabs or devices alike are suggested to download the Google Classroom app from their respective stores (Play Store, App Store etc.) a day before they appear in examination and get used to its functioning. Those who are going to use laptop or PC for appearing in the examination can use Chrome or compatible browser to join Google Class Room.
4. Candidates are required to have their active email address of Gmail for registration in Google Class Room. The Codes of Google Class rooms of each course/subject will be available on college website <http://ascollegelive.net>.



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5. The candidate shall expect no help regarding any question during the examination from the coordinator or examiner. If there is any grievance regarding any question or candidate thinks it is out of prescribed syllabus, it shall be discussed and resolved later.

6. This is not the proctored examination and you are not watched physically by the examiner, but this is the model of examination in which the system trusts the learner that he/she shall abide the rules, norms and honor the sanctity of examination and respect the efforts of educational institutes by not adopting the unfair means particularly during these unprecedented times. If the honor code is violated intentionally, it will be detrimental for the underlying cause for conducting online examinations during these crises and will further create problems for both learners and institutions.

7. It is recommended that do not waste your time by trying to help other classmates. This is the job of examiner to help any examinee whosoever faces the problem.

8. It is also advised to keep only necessary tabs/windows or apps open on your device/browser like question paper tab and Google Meet app and close the rest of the tabs/windows during the examination for smooth experience of internet network.

9. The request of missed candidates for examination can be entertained only after ascertaining the genuineness of cases.

10. In case of any clarification / query regarding the online examination, please feel free to contact Coordinator Examination **Dr Mujahid Ahmad** , **Coordinator Examination at 7006690768** or **HoD of Concerned Departments**. (Contact Nos of All HoDs are available on college website <http://ascollegelive.net>).

SD/-

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