



**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. +91-535-270-4565/4568/4595

Email: [academic@rgipt.ac.in](mailto:academic@rgipt.ac.in)

Ref No.: AEI RGIPT Jais/ESO/2020-21/3

Office of the Dean (Academic Affairs)

Date: 6<sup>th</sup> May 2021

**NOTIFICATION**

**(Guideline for online examination)**

The 3<sup>rd</sup> year (2020-21) Diploma students of AEI, Sivasagar are hereby informed that, the following guideline shall be followed for the End semester examination, 5<sup>th</sup> semester to be conducted under online mode.

- The written examination and viva-voce shall be held according to the time table to be notified by AEI, Sivasagar.
- Each student will be assigned a virtual examination hall for the written examination.
- A student will enter the assigned examination hall 15 minutes prior to the scheduled timing of commencement of the examination. The link shall be sent in advance to the students.
- Each student will put his/her video on and adjust it in such a manner that he/she along with his/her answer book is captured in the video frame. The invigilator may ask to adjust the camera, if required.
- It is an open book examination, therefore, all the books/reference materials/graph sheets/calculator should be with you and you are not allowed to go out of the video frame during the examination.
- You are allowed to leave the examination hall only when you have submitted all the answer books.
- The question papers shall have two sections and the time allotted to answer each section is one hour.
- The first section of the question paper shall be sent to the students via email at their official email ID, 5 minutes prior to commencement of the examination by the course coordinator through his/her official email ID.
- Students shall submit their written answer books in PDF/JPG format after the allotted time period of one hour is over. The email ID to submit answer books shall be communicated. This exercise must be complete within 10 minutes after the allotted time of one hour is over.
- Subsequently, the second section of the question paper shall be sent to the students in the similar manner as was done for the first section of the question paper.
- The time allotted to answer the second section of the question paper shall be one hour.
- Students shall submit the answer books of the second section in exactly the same manner as was done by them for the first section.

Entry to the examination hall	Receiving the first section of question paper	Timing to answer the first section of question paper	Sending the answer books of the first section of question paper & receiving the second section of question paper	Timing to answer the second section of the question paper	Sending the answer books of the second section of question paper
9:15 AM	9:25 AM	9:30 AM to 10:30 AM	10:30 AM to 10:45 AM	10:45 AM to 11:45 AM	11:45 AM to 12:00 Noon

- Any answer book received after the specified time shall be rejected.
- You have to occupy your seats in the virtual examination hall till 12:00 Noon.
- In case of any difficulty, students may contact the invigilator
- The students are expected to maintain the sanctity the examination. Any unwarranted activity during the examination shall be reported by the invigilator to the unfair means committee for proper action. It may even lead to cancellation of your examination.
- A student will appear before viva-voce on stipulated date and time given in the time table with their video on.
- Students should have pen/paper/calculator with him/her at the time of viva-voce.

*U. Ojha*  
8/5/24

U. Ojha

Dean (Academic Affairs)

Copy to:

- The Coordinator, AEIS
- Convener, DUGC: for necessary arrangement
- The Registrar, RGIPT
- All Faculty Members, AEIS
- Asst. Registrar, Academic
- The Secretary to the Director, RGIPT
- Students of 3<sup>rd</sup> year Diploma programme

*U. Ojha*  
8/5/24

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