



Hindusthan College of Engineering and Technology

(An Autonomous Institution, Approved by AICTE, New Delhi,
Accredited with 'A' Grade by NAAC, Affiliated to Anna University)
Valley Campus, Pollachi Highway, Coimbatore - 641032



OFFICE OF THE CONTROLLER OF EXAMINATIONS

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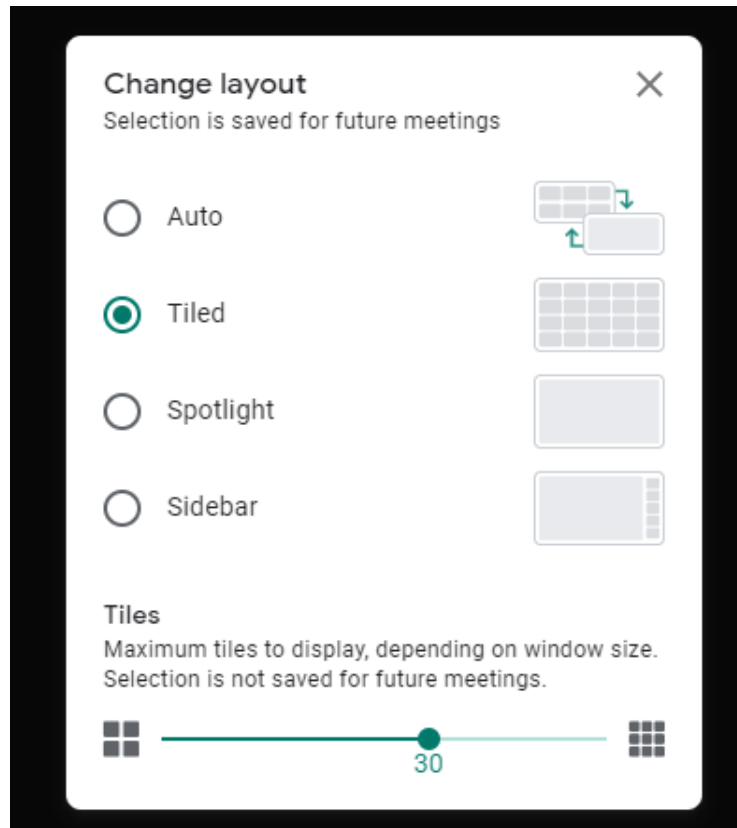
HICETCOE/INT/G-CLASSROOM

Circular

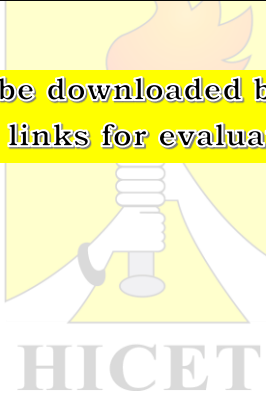
27.07.2020

Instructions to Proctors of Descriptive Exam

1. Use the **Google meet link** shared to conduct the Internal Descriptive Exam. The Invitation has already sent to the students and Faculty assigned for Proctoring.
2. **The Forenoon Session will be conducted from 10:am to 12:00 noon. The Afternoon Session will be conducted from 2:00 to 4:00 pm. Kindly pass the Session Timing to Students.**
3. Kindly Enable Google Attendance and submit the hard copy of attendance duly signed by HOD.
4. Kindly Record the entire session.
5. Question Paper for the test will be posted through Google Classroom by COE Office. And the entire duration should be monitored by Proctors.
6. Kindly instruct the students to write the exam in video on mode in front of the camera.
7. Students have to return the scanned copy of answer sheets in link posted through Google Classroom.
8. The test is scheduled for 2 hours. i.e. the Student have to submit his script within this duration.
9. Kindly do not entertain late submission.
10. Change the layout to the below format so that all the assigned students can be monitored in single screen



11. The answer scripts can be downloaded by the course handling faculty members from the respective links for evaluation.



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