

TIMSCDR OFFICE CIRCULAR NO. – 20/2020**Subject: Guidelines for special KT exam**

Following are the guidelines for faculty members for online examination of "Special KT exam (Dec 2-12, 2020)":

- 1) Exam invigilation & monitoring to be conducted using MS teams.
- 2) Ensure that video is on from both sides- students and invigilator
- 3) Screenshot to be taken as attendance proof.
- 4) Recording of the all exams to be maintained.
- 5) Excel attendance sheet through Teams to be downloaded
- 6) Upload all above soft copies (mentioned in point no 3, 4 & 5) in the shared folder "Special KT (May 2020) Attendance-Screenshots" shared on G Suite email id.
- 7) Join the MS Teams link 20 Minutes before start of the exam.
- 8) Invigilation Chart:

Semester	Subject of Exam	Date of Exam	Name of Invigilator
I	OOPS (10AM-11AM)	02-Dec-2020	Rashmi, Mira
III	DBMS (2PM-3PM)	02-Dec-2020	Rashmi, Sonu
II	DS (10AM-11AM)	03-Dec-2020	Kinjal
I	SEPM(10AM-11AM)	04-Dec-2020	Rupali
III	Java(2PM-3PM)	04-Dec-2020	S. Maitra
I	COA(10AM-11AM)	07-Dec-2020	Pankaj M, Sachin More
III	IS(2PM-3PM)	07-Dec-2020	Sreeja, Megha
II	CN(10AM-11AM)	08-Dec-2020	Monisa
I	ITM(10AM-11AM)	09-Dec-2020	Brijesh, Mira
III	OR(2PM-3PM)	09-Dec-2020	S. Maitra, Sachin More
II	FAM(10AM-11AM)	10-Dec-2020	Monisa
I	SnP(10AM-11AM)	11-Dec-2020	Dr. Kapur, Kinjal
III	STQA(2PM-3PM)	11-Dec-2020	Rupali
II	DMMM(10AM-11AM)	12-Dec-2020	Sonu



Dr. Vinita Gaikwad

Director

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HODs

Teaching staff members