

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
PONDICHERRY STUDY CENTRE (3101)
CBS/CIT TERM END EXAMINATION (PRACTICALS), DECEMBER 2020**

<u>Date</u>	Day	Time	Course Code	External Examiner	Google Meet Link	Phone Number
11.04.2021	Sunday	10.30 AM	CITL001	Dr. E. Karunakaran	https://meet.google.com/tsy-uyyr-iwu	94421-56328

Important guidelines to be followed by the students appearing for Term End Examination December 2020 Practicals:

1. Attendance will be taken in the first 10 minutes. So all students who are appearing for the examination must join latest by 10.40AM / 2.40PM for forenoon and afternoon session respectively. All other necessary instructions will be intimated immediately after taking attendance.
2. Time slot will be allotted to each student after taking attendance. After noting down the time, students must leave the meeting and again join at the mentioned time. If the number of students actually appearing for the exam is more, the forenoon session may spill over to afternoon session also. Hence students must be ready to attend the viva-voce at the time that would be allotted to them after taking attendance. Due to unforeseen technical glitches, there may be some variation in the exact time.
3. The online practical exam would be conducted using Google Meet. The link for the online meet is given against each Course Code.
4. Students must join 10 minutes prior to the start of the schedule.
5. Students are encouraged to join using Desktop or Laptop computer to avoid unnecessary technical issues.
6. If you are joining using mobile phone download and install Google Meet App from Play Store/Apple App Store.
7. Students are encouraged to use headphone for clear and better communication.
8. Make sure that uninterrupted power supply is ensured for Laptop/Desktop. Keep your mobile phones fully recharged.
9. Make yourselves available in a place where there is no noise disturbance and there is good internet connectivity.
10. Soon after joining mute your audio and video. Unmute your audio and video only when you are asked to interact. After interaction, mute your audio and video again.
11. Only those students whose name appears in the attendance provided by IGNOU headquarters would be allowed to attend the examination.
12. Keep ready with you IGNOU identity card and IGNOU hall ticket.
13. Gmail account is necessary to join using Google Meet.
14. Preferably change your Gmail profile name to your name as registered with IGNOU.
15. The given phone number is to be contacted only if you face technical difficulty in joining the online meet.