



NOTIFICATION

Taking requests of foreign students struck abroad into consideration, the Vice-Chancellor has approved the following guidelines for conduct of all Semester/Annual Examinations scheduled to commence w.e.f. 14.12.2022:

1. Only foreign students residing abroad are allowed to appear through online mode subject to submission of the relevant proof of being abroad i.e. copy of the relevant page of passport. For this, such students will be required to request the concerned Head/Director/Principal of the concerned Examination Centre with valid proof of being abroad as stated above along with their contact No., e-mail I.D. and Admit Card(s) at least 03 days before the start of their examination. Those students who are permitted to appear in online examinations shall have to follow the Standard Operating Procedure (SOP) as per enclosed Annexure-I.

Controller of Examinations

Encl: As above

Endst.No. Conduct/AC-II/2022/5935-6134

Dated 05.12.2022

Copy of the above is forwarded to the following for information and necessary action:

1. All the Heads/Directors of University Teaching Deptts./Institutes of M.D.University, Rohtak
2. All the Directors/Principals of the Institutes/Colleges affiliated to M.D.University, Rohtak
3. Dy. Advisor, Centre for International Academic Affairs (CIAA), M.D. University, Rohtak.
4. Director, Computer Centre, M.D.University, Rohtak with the request to get it uploaded on the University website.
5. All the officers of the branches of Examination Wing, M.D.University, Rohtak
6. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), M.D.University, Rohtak.
7. P.A. to Dean, Academic Affairs/DCDC/Registrar/COE (for kind information of the Dean, Academic Affairs/DCDC/Registrar/COE respectively), M.D.University, Rohtak

OSD(Conduct) 05/12/22
for Controller of Examinations



Annexure-I

Standard Operating Procedures for Foreign Students residing abroad for Online Exams

Pre Exam:

The student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of Examination.
2. The availability of the working video camera or web cam, microphone and Internet connectivity (at least 3G speed) on their access device (PC, Laptop, Smartphone). Students will be under Camera Surveillance of Invigilators during examinations.
3. To install Adobe Scan or Microsoft Office Lens in his smartphone and become familiar with its operations to create a single scanned pdf file from multiple pages, if he/she does not have a proper scanner.
4. To learn well before the date of first exam, how to scan the answersheets and create a single pdf file of good readable quality.
5. Arrange for lined/ruled A-4 size sheets to write the answer.
6. To fill the following details on the first page of the paper:

I The student is required to do the following after joining the meeting and attendance:

Filling the following details on the first page of the paper:

- a) Univ. Roll No. (in figures): _____ in words

- b) Class/Semester: _____
- c) Name of the Paper: _____
- d) Question Paper ID _____
- e) Total No. of Pages written by candidate: _____
- f) Date of Examination: _____
- g) Signature of the student _____

II All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answersheet.

During Exam:

1. Will join the video meet at least 15 minutes before the start of examination.
2. To show her/his Admit card and Photo ID on the camera and also pronounce her/his Roll No in the Microphone. **She/he is not allowed to switch off the camera and microphone during the examination.**
3. In case of students who are not visible on the Proctor's screen, their paper may be treated as Cancelled.
4. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled.

5. If a student is cautioned/warned by the Invigilation staff upto maximum 5 times during the examination, then his/her attempt shall be treated as Unfairmeans and his/her paper shall be cancelled. **In such cases, the concerned Invigilator shall certify as “ Certified that Roll No. _____ appearing in the examination _____ on _____ in the session _____ was duly warned/cautioned during the examination for more than 5 times) but did not pay heed to the same. Accordingly the attempt falls under the category of UMC.” The online screen recording will be preserved by the College concerned and the concerned Invigilator will certify on that basis.**
6. Download/note down the question paper.
7. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
8. Attempt questions Serial No. wise and mark Page No. on each page.
9. Each question paper should be attempted in maximum 36 lined/ruled pages single side OR 18 sheets both sides.

Post Exam:

1. At the end of the exam, the student has to scan the answersheets using Adobe Scan or Office Lens app and convert all the sheets into a single pdf file.
2. He/she will be required to complete all the process & send the soft copy of his/ her attempted questions in PDF format only through E-mail within an hour on the same email address from which the Question Paper was sent to the student.
3. **The quality of such PDF format file is to be ensured by the student such that the contents are readable. In case the file is not readable, then the attempted answersheet shall be treated as Cancelled.**
4. The Student must ensure that the overall size of pdf file doesnot exceed **22 MB**. Save file as ddmmyy-RollNo.pdf. The maximum number of answer sheets attempted should not exceed 36.
5. The student at the end of examination shall create a PDF of the attempted questions sequentially and the file name shall be **as per example** given as under:

E.g. :- ↓

Date of Examination + Roll No. + Session of Examination for example

010421 + 370965 + M → Morning = 010421370965M

010421 + 370965 + E → Evening = 010421370965E

6. The student has to **send this pdf file to the same email Id from which she/he received the question paper** within 1 hour of the scheduled end of exam.

Specimen Answersheet

Page No. -1

- a) Univ. Roll No. (in figures):1234567 in words: One Two Three Four Five Six Seven
- b). Name of the student:XYZ c).Class/Semester: M.A 4th Semester
- d). Name of the Paper: Hindi e). Code of Paper:1001
- f). Total No. of Pages written by candidate:15
- g). Date& Session of Exam:03.03.2021 (Morning/Evening)
- h). Sign. of the student_____

Ques. No. 1

