



NOTIFICATION

In furtherance to the earlier guidelines/instructions issued vide Endst. No. Conduct/2021/1093-1492 dated 9.02.2021 with regard to conduct of ensuing examinations, The Vice-Chancellor on the recommendations of a Committee has approved the following pattern of examinations/guidelines:

1. **Mode of Examinations:**

That the ensuing end semester examinations shall be held in offline as well as online mode as under:-

The examinations primarily be held in Offline Descriptive Mode considering the operational problems highlighted by several Principals on holding of online examinations due to inadequate IT infrastructure, manpower and resources in their respective Colleges/Institutions. However, the option of Online examinations (in descriptive mode) shall be provided to following categories of students after the completion of Offline examinations (for which the schedule of examinations will be notified by the Controller of Examinations later on) :

- a) Students infected with Covid-19 Positive or advised to be quarantined due to Covid-19 case in the family
- b) Students residing in containment zone
- c) Students living abroad
- d) Students from other states
- e) Students hospitalized due to chronic disease
- f) Students' requests considered genuine by the concerned Director/HOD/Principal.

(The students under above categories may be allowed to appear through online descriptive mode by the concerned Heads / Directors / Principals of Departments / Institutes / Colleges at their own level. For this, the students will be required to request the concerned Heads / Directors / Principals of the concerned Examinations Centre with valid medical and/or other authentic proofs alongwith their contact No., e-mail I.D. and Admit Cards at least 07 days before the start of his / her examinations).

- (i) Those students who are permitted to appear in online examinations shall have to follow the Standard Operating Procedure (SOP) as per Annexure-I.

- (ii) Those students who once appear in offline examinations will not be allowed to appear again in online examinations.

2. Pattern of examinations - Offline (Descriptive) and Online (Descriptive):

The theory examinations of all Programs shall be of 3 hours' duration as per the respective Scheme of Examinations for both Online as well as Offline Mode. However, the students shall be required to attempt any five questions carrying equal marks. In case of question papers having unequal distribution of marks as in the case of Hindi, English, Sanskrit, B.Pharmacy, etc., the students shall be required to attempt as many parts irrespective of questions of their choice that constitutes maximum marks.

Controller of Examinations

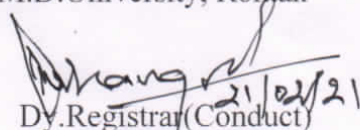
Endst.No. Conduct/2021/AC-VI/1936-2335

Dated **21.02.2021**

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

1. All the Heads/Directors of University Teaching Deptts. M.D.University, Rohtak
2. All the Directors/Principals of the Institutes/Colleges affiliated to M.D.University, Rohtak
3. Director, University Computer Centre, M.D.University, Rohtak with the request to upload on the University website.
4. Director, Public Relations with the request to release a press note for wide publicity in the leading newspapers.
5. Dy.Advisor, Foreign Students Cell, M.D.University, Rohtak
6. Dy. Registrar/Asstt. Registrar/Incharge Secrecy, R & S Br./ R-I, R-II, R-III and R-IV branches, M.D.University, Rohtak
7. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Registrar and COE (for kind information of the VC/DAA/Registrar & COE, respectively), M.D.University, Rohtak

Encls. **as above.**


Dy.Registrar(Conduct)
for Controller of Examinations

Standard Operating Procedures for Students for Online Descriptive Exams

Pre Exam:

A 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.
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 A student is required to do the following after joining the meeting and attendance:

A candidate is required to fill 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. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled.
4. Download/note down the question paper.
5. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
6. Attempt questions Serial No. wise and mark Page No. on each page.
7. Each paper should be attempted in maximum 36 lined/ruled pages (18 Sheets)

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 through E-mail within the prescribed time on the same email address from which the Question Paper was sent to the student.
3. Students must ensure that the overall size of pdf file should not exceed 40 MB. Save file as ddmmyy-RollNo.pdf. The maximum number of answersheets should not exceed 36.
4. The student at the end of examination shall create a PDF of the attempted questions sequentially and the file name shall be as under:

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

030321 + 370965 + M → Morning = 030321370965M

030321 + 370965 + E → Evening = 030321370965E

5. 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

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 of Exam:03.03.2021

h). Sign. of the student_____

Ques. No. 1

