



## **NOTIFICATION**

It is notified for information of all concerned that the Vice-Chancellor on the recommendations of a Committee has approved the following Guidelines and SOP for the forthcoming even semester examinations:

**1. Mode of Examinations:**

The even semester theory examinations shall be held in offline as well as online mode as under:-

The examinations primarily will 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) may be provided to following categories of students simultaneously with the Offline examinations (for which the schedule of examinations will be notified by the Controller of Examinations later on) :

- a) Students infected with Covid-19
- b) Students living abroad
- c) Students from states other than Haryana and Delhi

(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 RTPCR Test Report being Covid Positive alongwith their contact No., e-mail I.D. and Admit Cards at least 07 days before the start of his / her examinations. In case a candidate gets infected with Covid-19 during examinations, concerned HOD/Director/Principal is authorised to allow such candidate to appear in Online Examination on production of valid RTPCR Test Report being Covid Positive).

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

**2. Pattern of examinations - Offline (Descriptive)/ 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.

- a. Keeping in view the request made by the Principals to increase the payment for printing of answer books, it has been decided to increase the payment from Rs 15 per exam per candidate to Rs 20 per exam per candidate to compensate the expenses incurred on printing of online answer sheets. These revised rates shall be applicable w.e.f. 20.07.2021.


**3. Commencement of Examination:**

- a. For all even Semester theory examinations except PG 2<sup>nd</sup> Semester shall commence from 20<sup>th</sup> July 2021. PG 2<sup>nd</sup> Semester exams (Regular) shall commence from 01.09.2021.
- b. Practical Examination for even semester of all programs except PG 2<sup>nd</sup> Semester shall be completed upto 19.07.2021. The Practical examinations for PG 2<sup>nd</sup> Semester and pending Practical examinations of 1<sup>st</sup> Semester shall be completed upto 30.08.2021.
  - i. The mode of Practical examinations shall be same as theory examinations.
  - ii. The panel of examiners for each Program for a given Semester/Year be utilised for conducting Practical Examinations. In case the panel is exhausted due to non-availability of examiners, concerned HOD/Director/Principal may arrange external examiners at their own level under intimation to the Chairman of concerned PG Board of Studies/UG Board of Studies and the Controller of Examinations.

**Controller of Examinations**

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/Principal of the Institutes/Colleges affiliated to M.D.University, Rohtak
3. Director, Computer Centre, M.D.University, Rohtak with the request also to get it uploaded on the University website.
4. Director, Public Relations, M.D.University, Rohtak with the request to release a press note for wide publicity in the leading newspapers.
5. All 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

  
Dy Registrar (Conduct)  
for Controller of Examinations

Standard Operating Procedures for Students for Online Descriptive 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 the prescribed time 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  
160621 + 370965 + M → Morning = 160621370965M  
160621 + 370965 + E → Evening = 160621370965E
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

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- 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 4<sup>th</sup> 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\_\_\_\_\_

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Ques. No. 1

