NOTIFICATION

It is notified for information of all concerned that upon consideration of requests raised by number of students through e-mails, etc. regarding difficulty in appearing in offline mode examinations due to Covid-19 pandemic situation and the feedback from the Principals of Colleges, the Vice-Chancellor, on the recommendations of the Committee has approved the following Guidelines for the conduct of forthcoming odd semester examinations commencing w.e.f. 15.02.2022:

1. The forthcoming odd semester examinations may be conducted in offline as well as in online examinations (for specified categories) strictly as per Scheme of Examinations of their respective Ordinances.

2. In the offline examinations, the Principal/Director/Head of the College/Institute/Department/Centre may appoint one Centre Supdt., Assistant Supdts. in the ratio of 1: 20 students and one Dy.Centre Supdt. in case the number of Asstt. Supdts. appointed exceeds two at the examination centre.

3. Following categories of students may be allowed to appear in the examination through Online mode:

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

    Apart from the above, any student affected by medical reasons leading to indoor admission or any other genuine ground, the concerned HOD/Director/Principal be authorized to allow such candidates to appear in online mode examinations.

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 from Govt Hospital/Govt. approved labs. alongwith their contact No., e-mail I.D. and Admit Cards 48 hours before the commencement of his / her examinations. However, if during the examinations any student gets infected due to Covid, his/her request for online examination may also be considered favourably.

4. The following arrangements shall be required to be made for the students appearing in online examinations:

(i) It will be the responsibility of each student of Regular/Re-appear/Improvement examinations to provide the data in the below mentioned format to the Principal/Director/HOD of the Colleges/Institute/Deptt. where his/her examination centre has been set up well before commencement of examinations. Also the student shall submit a copy of the admit card in the concerned examination centre, through e-mail.

Roll No.	Name of Examination Centre	Name of the Course	Subject Name	Question Paper ID (QPID of paper will be the same of concerned paper in offline exams	Authenticated e-mail ID of the student	Mobile No. of the student

(ii) The student shall have to follow the Standard Operating Procedure (SOP) as per Annexure-I enclosed herewith.

(iii) The password protected question paper in PDF file format will be sent on the authenticated e-mail ID of the concerned College/Institute/Departments half an hour before the commencement of the examination by the CPA to COE.

(iv) The password of the question paper will be communicated on the same authenticated e-mail ID 15 minutes before the commencement of the examination.

(v) The proctoring in online examinations shall be carried out in the ratio of 1:20 i.e. one Invigilator per 20 students. Appointment of one Additional Supdt is also allowed for supervising online examinations provided there are more than one Invigilator/Proctor in online examination.

(vi) The students shall be provided one hour extra time to upload single pdf. File of the Answer sheets in which the contents must be legible.

(vii) The Head/Director/Principal concerned will issue directions to the students that they will be required to upload the attempted answer sheet within stipulated time on the same e-mail id through which they receive the question paper.

(viii)   The Head/Director/Principal will arrange to preserve the soft copy of the attempted Answer-books of the students date-wise in one folder in compressed form using Winzip/Winrar for the prescribed period i.e. 6 (Six) months after the declaration of the result.

(ix)   The Head/Director/Principal will arrange to download, take print out, stapled each and every attempted Answer-books and get them packed in a separate bundle alongwith the secrecy memo and arrange to deliver the same to the concerned Nodal Centre preferably on the day of examination alongwith offline mode answer sheet bundles and in case of any hardship due to huge number of such answer sheets will ensure to send next day positively.

(x)   The University will re-imburse the expenditure on print out of online answer sheets @ Rs.20/- per student per paper.

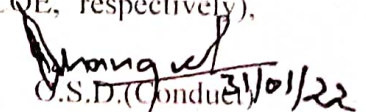(xi)   The evaluation of Online as well as Offline answer sheets shall be done at the University level.

Controller of Examinations

Endst.No. Conduct/AC-II/2022/692-900 (Via e-mail)   Dated **31.01.2022**

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

1.   The Commissioner & Secretary to Govt. of Haryana, Deptt. of Education, Panchkula

2.   The Director General, Higher Education, Haryana, Panchkula.

3.   All the Heads/Directors of University Teaching Deptts./Institutes/MDU CPAS, M.D.University, Rohtak

4.   Dean, Students Welfare, M.D.University, Rohtak

5.   All the Directors/Principals of the Institutes/Colleges affiliated to M.D.University, Rohtak

6.   Director, University Computer Centre, M.D.University, Rohtak with the request to arrange to upload it on the University website.

7.   Director, Public Relations with the request to release a Press Note to this respect for wide publicity in the leading newspapers.

8.   Dy. Registrar/Asstt. Registrar/Incharge(Secrecy,R-I, R-II, R-III and R-IV branches)/C.P.A. to COE, M.D.University, Rohtak

9.   OSD/PA to Vice-Chancellor/Dean Academic Affairs/DCDC/Registrar/ Director(DDE) and COE (for kind information of the Vice-Chancellor/Dean Academic Affairs/DCDC/Registrar/Director(DDE) and COE, respectively), M.D.University, Rohtak.

O.S.D.(Conduct)31/01/22

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) d) Question Paper ID_____
   e) Total No. of Pages written by candidate:_____
   f) 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 Studentmust 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