

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY
MURTHAL (SONEPAT)**

(Established under Govt. of Haryana Act.No.29 of 2006)

Accredited "A" Grade by NAAC

Notification

Guidelines Regarding conduct of Examinations due in April/May/June – 2020

Main Examinations of Terminal semester/year and reappear examinations of UG Programs which were due in April/May/June – 2020 shall be conducted in both modes i.e. conventional mode and online mode following the instructions in notices DCRUST/Conduct/1542-1632 dated 01.9.2020, DCRUST/Conduct/1633 dated 02.9.2020, DCRUST/Conduct/1650 dated 04.9.2020 and DCRUST/Conduct/1650(1) dated 05.9.2020. Main Examinations of theory courses of intermediate semesters/years shall not be conducted and the marks in such courses shall be awarded on the basis of performance of student in previous semesters and internal assessment as per instructions in govt letter dated 02.7.2020 whereas practical examinations of all intermediate semesters/years of all academic programs including UG/PG/Dual Degree shall be conducted when situation returns to normal as per UGC Guidelines dated 29.04.2020 clause 11 (Examinations). Following are main guidelines regarding theory examinations:

1. Students have to attempt any 4 questions out of total questions given in the Question Paper irrespective of Units/Sections/Compulsory Question with the following exceptions for B. Arch :
 - (i) B. ARCH Drawing based examinations-For final year students and all supplementary cases (Off line Mode)
 - (a) In case of AR104C, AR110C, AR208C, AR304B, AR404B, AR503B or any other course having total 5 questions in the Question Paper, the students have to attempt any 2 questions.
 - (b) In the case of courses AR106, AR312B or any other course having total 3 questions in the Question Paper, the candidates have to attempt only one question.
 - (ii) B. ARCH Drawing based examinations-For final year students and all supplementary cases (Online Mode)
 - (a) Examinations of all drawing based subjects (Building Construction and Materials, Graphics, Architecture Drawing having code AR104C, AR110C, AR208C, AR304B, AR404B, AR503B, AR106C, AR312B, AR104B, AR108B, AR112B, AR204B etc or any other similar course) shall be conducted in the form of portfolio examinations. University will appoint an examiner of portfolio examinations of all drawing based papers.
 - (b) **Important:** This relaxation is granted keeping in view the limitations of the student's w.r.t scanning and uploading of drawing sheets on portal due to COVID-19. This option will be applicable only on those students who opt of appearing in an examination on online mode on University portal.
2. The maximum time to attempt the question paper shall be 2 hours & 30 minutes. Examinations shall be conducted in two shifts namely 10:00AM – 12:30PM & 01:30PM – 04:00PM
3. Answer Scripts of examinations conducted in online mode shall be received and evaluated in the University where as Answer Scripts of offline mode shall be evaluated at respective examination centers/Institutions/Departments.
4. All questions attempted by candidates shall be of equal weightage.

5. Maximum marks shall be the same as mentioned in Scheme of Examination or mentioned on the Question Paper.
6. All instructions issued by Government regarding COVID-19 shall be enforced by the Supdt-in-Chief of the Examination Centre(s).
7. One invigilator shall be appointed on 20 students and before submitting the answer scripts the invigilator should ensure that blank pages are struck off by the candidate and shall put a stamp bearing "Nothing Written Beyond This" at the end of written part.
8. In offline mode, after the examinations, answer scripts shall be got evaluated by qualified teachers appointed by the Supt-in-Chief. Director/Principal/Chairperson shall ensure that all answer scripts are evaluated and awards are uploaded within a week time of the last examination in the center. In case a course is offered by different department then the Chairperson of the department where examination was conducted shall issue the answer script of such course to the faculty of department which has offered the course with the consent of the concerned Chairperson.
9. On random basis Office of Controller of Examinations may get the evaluated answer scripts scrutinized by experts, in case any irregularity is found in evaluation then re-evaluation can be ordered by CoE to maintain the sanctity in evaluation.
10. **No remuneration shall be paid to any person for conduct of these examinations and evaluation work of this examination.**
11. Hostel facility shall be provided only for those examinees who reside beyond 80 km distance from the University at their own risk. Stay in hostel shall be allowed only during the duration of one's examination.
12. **Tentative guidelines for students regarding online examinations are given in Annexure-II and date of submission of option for mode of examinations may be extended up to 02:00 PM of Sept 8, 2020.**

Controller of Examinations

Endst No. DCRUST/Conduct/1792-1885

Dated: 07.09.2020

A copy of the above is forwarded to the following for information and necessary action:-

1. Dean (Colleges), Deenbandhu Chhotu Ram University of Sc. and Technology, Murthal
2. All Chairpersons of University Teaching Departments.
3. Director, Computer Centre with the request to upload this notice on the university website.
4. All Directors/Principals, Affiliated Institution (Tech., Arch., Mgt., Sci. & Educational) to DCRUST, Murthal
5. O/o DC (for kind information of the Deputy Commissioner, Sonapat)
6. O/o SP (for kind information of the Superintendent of Police, Sonapat)
7. O/o CMO (for kind information of the Chief Medical Officer, Sonapat)
8. Deputy Registrar (Result), DCRUST, Murthal
9. In-charge, EDP Centre for further necessary action.
10. PRO, DCRUST, Murthal
11. Superintendent (Secrecy), DCRUST, Murthal
12. P.A. to VC/Registrar/CoE (for kind information of Vice-Chancellor/Registrar/Controller of Examinations)
13. CPA to CoE

for **Deputy Registrar (Exam)**
Controller of Examinations

[Signature]
07/09/2020

[Signature]
07/09/2020

Annexure-II

Tentative Guidelines for the Students for Online Examination

1. Students will be required to show their ID proof and Admit Card on Camera and pronounce their Roll No. for audio recording.
2. Students will be under Camera Surveillance of Invigilators during examinations.
3. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled on recommendation of the Invigilator.
4. A student is required to do the following:
 - i. Note down the Question Paper.
 - ii. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
 - iii. Attempt questions Serial No. wise and mark Page No. on each page.
 - iv. A student is required to fill the following details on the first page:
 - a). Univ. Roll No.(in figures): _____ in words _____
 - b). Prog/Semester: _____
 - c). Name of the Paper: _____
 - d). Code of Paper: _____
 - e). Total No. of Pages written by students: _____
 - f). Date of Exam: _____
 - g). Signature of the student _____
 - v. All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answer sheet.
5. He/she will be required to complete all the process and 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.
6. Students must ensure that the overall size of pdf file should not exceed 20 MB. The maximum number of pages should not exceed 16.
7. The student should have an active data pack of at least 2GB before the start of each examination.

A. **Pre Exam Preparation :-**

A student will ensure:-

1. Availability of 2GB 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 create single PDF file from all written pages of answer sheets using any of the available technologies.
4. To learn well before the date of first exam, how to scan the answer sheets 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 video meeting and attendance: A student is required to fill the following details on the first page:-
 - a). Univ. Roll No.(in figures): _____ in words _____
 - b). Prog/Semester: _____
 - c). Name of the Paper: _____
 - d). Code of Paper: _____
 - e). Total No. of Pages written by student: _____
 - f). Date of Exam: _____
 - g). Signature of the student: _____
 - II. ~~All~~ subsequent pages should have Page No., Roll No., Date and full Signature marked in middle as shown in specimen answer sheet.

B. **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. Note down the question paper.
5. Use lined/ruled A-4 size paper in his/her own hand writing (as per specimen).
6. Attempt questions Serial No. wise and mark Page No. on each page.
7. ~~Exa~~mination of each course should be attempted in maximum 16 lined/ruled pages (8 Sheets).

C. Post Exam:-

1. At end of the exam, the student has to sign each page and scan the answer sheets using any available technology 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 20 MB. The maximum number of answer sheets should not exceed 16.
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
Eg. 110920+15001009020+M File Name = 11092015001009020M
Eg. 210920+15001019025+E File Name = 21092015001019025E

5. The student has to send this pdf file to the same email Id from which she/he received the question paper within 15 minutes of the scheduled end of exam.

Submission of Answer Sheets by Students:-

1. The students have to submit their answer script with in the notified time of examinations.
2. The students have to submit the above created file to the University on the same E-mail ID through which he/she received the question paper.

D. Important Instructions:-

1. Answer Scripts of examinations conducted in online mode shall be received & evaluated in the University and hand writing of each candidate shall be matched with their old answer scripts available in the University.
2. Internet connectivity, Power backup and other related accessories shall be sole responsibility of the candidate.
3. This notification be read in continuation of earlier notifications issued in this regard.
4. More technical modalities/details shall be made available before the commencement of online examinations.

Page No.: 1

- a). Univ. Roll No. (in figures): **1234567** in Words: **One Two Three Four Five Six Seven**
- b). Program/Semester : **M.Sc 4th Semester**
- c). Course Title : **Number Theory**
- d). Course Number : **MAT402**
- e). Course ID : **AA234C**
- e). Total No. of Pages written: **15**
- f). Date of Exam : **07.09.2020**
- g). Signature of the student _____

Ques No. 1

