

**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 Online (Proctored & Monitored) Examinations
October 2020**

Main Examinations of Terminal semester/year and reappear examinations of UG/PG & Ph. D course work which were due in April/May/June 2020 shall be conducted in online mode for those who have opted for this following the instructions in Notices DCRUST/Conduct/1542-1632 dated 01.09.2020, DCRUST/Conduct/1633 dated 02.09.2020, DCRUST/Conduct/1650 dated 04.09.2020, DCRUST/Conduct/1650 (1) dated 05.09.2020 & DCRUST/Conduct/1792-1885 dated 07.09.2020. Main Examinations of theory courses of intermediate semester/year 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 02.07.2020 whereas practical examinations of all intermediate semesters/years of all academic programs 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 online theory examinations:**

1. The examination wing of the University shall deliver the conventional 44 pages answer books to the students appearing for online examination before the start of examinations. The answer books shall be delivered through nodal centers to students residing in Haryana & Delhi. For the candidates of other states & those residing abroad, the Answer Books shall be delivered by courier.
2. Candidates appearing for the online examination shall select the nearest nodal centre through his/her login portal. The facility of selection of Nodal Centre shall be made available from 17.09.2020 and candidate has to submit the option by 20.09.2020. The schedule of delivery of Answer Scripts along with exact location of Nodal Centre with contact number shall be notified later on the website. Correct Postal Address, Mobile Number & email should be provided for the purpose of delivery of Answer Books through couriers. Candidate in India have not to pay any courier charges for delivery & collection of Answer Books. Candidate from abroad have to pay the courier charges.
3. With each sealed answer book University shall provide a specially designed Green sticker with message "Nothing Written Beyond This" and an envelope along with a specially-designed Silver colour sticker for the purpose of packing.
4. Each student shall be delivered one answer book along with other material mentioned in point 3 above for each course in which he/she has to appear online.
5. On the day of examination the examinee shall start a meeting with the invigilator 15 minutes before the scheduled start of examination. The link of the meeting shall be sent to the candidate well before the scheduled start of each examination. During these 15 minutes the student shall open the seals of blank answer book and will note down/download the question paper. All this is to be done in front of web camera and with the permission and satisfaction of the invigilator. The candidate will show each blank page to the invigilator before start of writing on it.

6. During the entire examination the student shall keep the web camera and microphone in "on mode" and no other person is allowed in the room where the candidate is sitting to write the answers. The candidate is not allowed to take help of any study material.
7. After completion of the writing work or 150 minutes whichever is earlier, the candidate shall put the Green sticker bearing message "Nothing Written Beyond This" on the page of answer script where he/she has stopped writing. Below the sticker the candidate shall put his/her full signature and will strike off rest of blank pages, if any, in the answer book. Thereafter the candidate shall put the answer script in the envelope and shall seal it and will put the Silver colour sticker on the tape. A video shall be put on the website and youtube explaining the whole procedure.
8. After the last examination the sealed answer scripts shall be collected through Nodal Centers in Haryana & Delhi and by courier post from other places. Schedule of collection shall be notified separately.
9. The pattern of online examinations shall be similar to offline examinations i.e. maximum time to write the answers in examination shall be 150 minutes, examinees shall be asked to attempt any four questions out of total questions available in the question paper with the exception in case of MA (English) -4th semester, where candidate has to attempt the compulsory question and any three questions out of rest of the questions. Those courses of B.Ed. where the duration of exam is less than 02:30 hours shall be held as per scheme of exam.
10. Total duration of examination shall not exceed 3 hours including opening of answer book, display of blank pages of answer book to invigilator, noting down/download of question paper, writing of answers, striking of blank pages, putting stickers and packing of written answer book. All these operations shall be recorded and candidate shall follow the instructions of invigilator during the entire duration failing which invigilator can take appropriate action.
11. If any malpractice is noticed by the invigilator during the complete online exercise then the candidate shall be put under Unfair Means Category (UMC) and action shall be taken as per UMC Rules.
12. Uninterrupted Internet connectivity & Power backup during the entire examination shall be the responsibility of the candidate on the side of candidate and University shall be responsible on the side of invigilation. If candidate move away from the camera or switch off the camera or microphone during the examination then either his/her examination shall be cancelled or it shall be treated UMC. The decision in this regard on the day of examination shall be taken by invigilator/ Superintendent/ Observer.
13. In case of UMC the candidate shall seal the answer script for further delivery to the University. The final decision regarding punishment of such cases shall be taken by UMC Standing Committee(s).
14. After receipt of all answer scripts belonging to a candidate in the University, the coding shall be done and handwriting on each answer script shall be matched with the old answer scripts of each candidate. In case of mismatch of handwriting the candidate shall be put in category of UMC along with impersonation.
15. In case of loss of Answer Book/Script or tampering of Answer Book/Script the action shall be taken as per existing rules.

Controller of Examinations

Endst. No. DCRUST/Conduct/2011-2085

Dated: 16.09.2020

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

1. Dean (Colleges), DCRUST, Murthal
2. All Chairpersons of UTD, DCRUST, Murthal
3. Director, UCC 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. DR, Result
9. In-charge, EDP Centre for further necessary action
10. PRO, DCRUST, Murthal
11. Superintendent (Secrecy), DCRUST, Murthal
12. PA to VC/Registrar/CoE (for kind information of Vice-Chancellor/Registrar/Controller of Examinations)
13. CPA to CoE


Assistant Registrar (Conduct)
for **Controller of Examinations**


16/9/2020