

Proceedings of meetings of the Sub Committee, constituted by the Vice-Chancellor regarding conduct of Terminal Semester/ Year examinations of UG/PG and other Programmes, held on 26.08.2020 & 27.08.2020 at 10 a.m. in the wake of situation arising out of COVID-19 in the Committee Room adjacent to the office of the Registrar, M.D. University, Rohtak:

The following were present:-

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|---|-----------------|
| 1. Prof. Nina Singh, Dean Academic Affairs            | Convener        |
| 2. Prof. A.S.Maan, Dean, Faculty of Physical Sciences | Member          |
| 3. Prof. Gulshan Lal Taneja, Registrar                | Member          |
| 4. Dr B.S. Sindhu, Controller of Exams                | Member          |
| 5. Dr.Yudhvir Singh, DCDC                             | Member          |
| 6. Dr. G.P. Saroha, Director, UCC                     | Special Invitee |
| 7. Mr. Sameer Dahiya, Incharge, EDP Cell              | Special Invitee |

The Committee deliberated on the issue of conduct of examinations through Online/Offline Mode and after analysing the data pertaining to examinations, made the following recommendations:-

**1. Additional Instructions to the students opting for Online Exam mode in the ongoing survey:**

1. Students will ensure availability of a working Camera on their Laptops/Desktops/ Android Mobile Phones.
2. They will be required to show their ID proofs on Camera.
3. Students will be under Camera Surveillance of Invigilators during examinations.
4. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be cancelled.
5. One MCQ will be on display on the screen at a time. However, a student shall be allowed to skip forward and move back to questions.

**2. Instructions regarding conduct of Terminal Semester/Year Theory (Descriptive/MCQ) & Practical Examinations:-**

1. The Practical Examinations for all UG/PG/other programmes will be conducted from 01.09.2020 to 10.09.2020 in online/offline mode. For this purpose, arrangements shall be made by the concerned HODs/Principals/Directors at their own level. The marks shall be awarded in equal proportions on the basis of one Presentation related to the Practical, Record File and Viva-voce.
2. The theory papers of terminal exams of all Courses will be held as under:-
  - A). The theory exams of UG programs i.e. B.A, B.Sc, B.Com 6<sup>th</sup> Semester (Pass Course), B.A, B.Com 3<sup>rd</sup> year of DDE (Annual) and B.Ed 2<sup>nd</sup> Year, in which the number of students is large, will be conducted through offline as well as online mode based on MCQ Question paper.
  - a) The **Architecture of Scheme of Examination will be as follows:**
    - i. The two/three Papers of the same subject will be merged into one paper with separate parts/sections corresponding to each paper. Examples are two papers of Physics, three papers of Chemistry, three papers of Maths in B.Sc. Non-Medical stream.
    - ii. Each Question Paper after merging two papers will comprise 100 MCQs. The two parts/sections representing two papers will contain 50 questions of each paper. A

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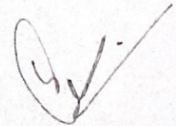
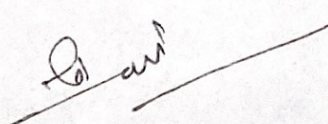
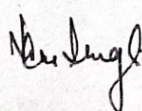
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candidate will have the choice to attempt any 40 questions out of 50 in each part/section. Each part/section corresponding to a paper will bear a maximum score of 40. The exam will be of 90 minutes.

- iii. Likewise, the three papers of the same subject will be merged into one paper with three parts/sections containing 150 MCQs (50 of each paper). A candidate will have the choice to attempt 40 questions in each part/section, corresponding to the maximum score accorded to each paper. The exam will be of 135 minutes.
  - iv. In case any program consists of odd number of papers e.g. 5 or 7 or 9, the last paper would be single. The exam will be of 45 minutes.
  - v. There shall be no provision for re-evaluation in MCQ based question paper.
  - vi. There will be no Negative marking in Offline as well as in Online mode.
  - vii. The question-booklets and answer-keys shall be uploaded on the University website for inviting queries/ grievance, if any.
- b) Paper in the subjects of English and Hindi of UG programs in the offline mode will be conducted in the odd-even sequence of Roll Numbers separately as some of the colleges have very large number of students in these compulsory papers. For online mode of examination, there will be a single paper.
- c) Wherever applicable, question papers shall be set up in bi-lingual form i.e. where medium of instructions are as English and Hindi.
- d) Two sets of Question Papers (MCQ) for each subject shall be got set by the Controller of Examinations.
- B). The theory exams all other remaining programs will be conducted through offline as well as online in descriptive/subjective mode.
3. The examinations of M.Phil/Ph.D. courses shall commence w.e.f: 07.09.2020 through offline as well as online in descriptive/subjective mode and of remaining programs from 11.09.2020.
4. Instructions to be followed in offline as well as online descriptive mode of examinations: -
- i). In case of Online mode, all the HODs/Principals/Directors shall ensure to supply question papers to the concerned students through electronic mode in prescribed time. For this purpose the following sub-committee will recommend the operational aspects:

1. Dr Rahul Rishi, Director, UIET	Convenor
2. Dr Yudhvir Singh, DCDC	Member
3. Dr G.P. Saroha, Director, UCC	Member
4. Mr Sameer Dahiya, Incharge, EDP Cell	Member
5. Mr Rajbir Singh Ghangas, DR (Conduct)	Member





ii). A student will download/note down the question paper & will attempt from being located anywhere on A-4 size paper in his/her own handwriting (as per specimen available on University Website). The student will attempt questions Serial No. wise and will mark Page No. on each page, he/she will fill the following details :

- a). Univ. Roll No. (in figures): \_\_\_\_\_ in words \_\_\_\_\_  
b). Name of the student: \_\_\_\_\_ c). Class/Semester: \_\_\_\_\_  
d). Name of the Paper: \_\_\_\_\_ e). Code of Paper: \_\_\_\_\_  
f). Total No. of Pages written by candidate: \_\_\_\_\_ g). Date of Exam: \_\_\_\_\_  
h). Sign. Of the student \_\_\_\_\_

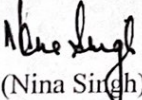
He/she will be required to complete all the process & send the soft copy of his/ her attempted questions in JPG or PDF format through E-mail within the prescribed time on the same email address from which the Question Paper was sent to the student.

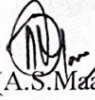
iii). A student is required to attempt any 3 (Three) Questions. All Questions will carry equal marks.

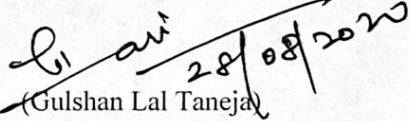
iv). In morning session, the time of examination for online mode will be for 2 (Two) hours i.e. 10.00 A.M. to 12 noon including uploading the visible image (JPG/ PDF format) of written pages. In case of offline mode, the time of examination will be 1 hour 45 minutes i.e. 10.00 A.M. to 11.45 A.M.

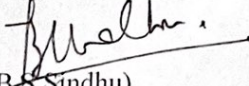
v). In evening session, the time of examination for online mode will be for 2 (Two) hours i.e. 02.00 P.M. to 04:00 P.M including uploading the visible image (JPG/ PDF format) of written pages. In case of offline mode, the time of examination will be 1 hour 45 minutes i.e. 02:00 P.M. to 03.45 P.M.

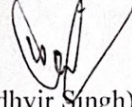
vi) The awards after the evaluation will be submitted by the concerned HODs/Principals/Directors to the University within seven days from the date of examinations of the paper.

  
(Nina Singh)  
28.8.2020

  
(A.S. Maan) 28/8/20

  
(Gulshan Lal Taneja) 28/08/2020

  
(B.S. Sindhu)

  
(Yudhvir Singh)