



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

**NOTIFICATION**

In furtherance to this office notification No. Conduct/AC-VI/2021/3035-3435 dated 25.03.2021, the Vice-Chancellor, on the recommendations of a Committee, has approved the following Guidelines and SOP for the forthcoming online examinations:

1. The Committee was apprised that the office has received various representations from the students who could not appear in their March, 2021 offline examinations due to certain problems at their end. *It may be mentioned that the Committee had earlier decided to conduct online examinations in respect of following categories:*

- a) *Students infected with Covid-19 Positive or advised to be quarantined due to Covid-19 case in the family*
- b) *Students residing in containment zone*
- c) *Students living abroad*
- d) *Students from other states*
- e) *Students hospitalized due to chronic disease*
- f) *Students' requests considered genuine by the concerned Director/HOD/Principal.*

Under present circumstances arising out of the aforementioned representations, the Committee deliberated on the issue & recommends that in the interest of the students, online examination opportunity may be given to all such students who could not/failed to appear due to one reason or the other, to appear in the online examinations in paper(s) missed out in the offline examinations in March 2021. The permission in this regard shall be accorded only for requests considered genuine by the concerned Director/HOD/Principal. The request for availing the chance in online mode must reach the concerned HOD/Director/Principal on/before 22.04.2021 with full justification and supporting document(s) for the purpose.

The concerned Heads / Directors / Principals of Departments / Institutes / Colleges will provide the data of such students in the following format to the University Computer Centre within five days, which will further communicate consolidated data to the CPA to COE:

Name of the College	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)	Number of Students	Authenticated e-mail ID of concerned Examination College	Mobile No. of concerned Examination college
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2. The password protected question paper in PDF file format will be sent on the authenticated e-mail ID of the concerned College/Institute half an hour before the commencement of the examination by the CPA to COE.
3. The password of the question paper will be communicated on the same authenticated e-mail ID 15 minutes before the commencement of the examination.
4. The students permitted to appear in online examinations shall have to follow the Standard Operating Procedure (SOP) as per Annexure-I enclosed herewith.
5. The online theory examinations of all Programs shall be of 3 hours' duration as per the respective Scheme of Examinations. 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.
6. The Director, University Computer Centre shall share the open source information regarding recording of online examinations to Colleges branch, Secrecy and Conduct branches, which will further share it with all concerned UTDs/Colleges.
7. The Principal/Director/ Head of the College/Institute/Department as the case may be will appoint one Centre Supdt., Assistant Supdts. in the ratio of 1: 15 students and one Dy.CentreSupdt. in case the number of Asstt. Supdts. appointed exceeds two.
8. For the purpose of evaluation, the Answer sheets shall be sent by the Colleges to the concerned Nodal Centres.

**Controller of Examinations**

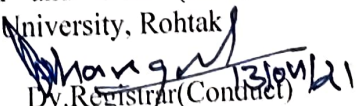
Endst.No. Conduct/2021/AC-VI/3742-4141

Dated **13.04.2021**

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/Principals of the Institutes/Colleges affiliated to M.D.University, Rohtak
3. Director, University Computer Centre, M.D.University, Rohtak and also with the request to upload on the University website.
4. Director, Public Relations with the request to release a press note for wide publicity in the leading newspapers.
5. Dy.Advisor, Foreign Students Cell, M.D.University, Rohtak
6. Dy. Registrar/Asstt. Registrar/Incharge Secrecy, R & S Br./ R-I, R-II, R-III and R-IV branches, M.D.University, Rohtak
7. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Registrar and COE (for kind information of the VC/DAA/Registrar & COE, respectively), M.D. University, Rohtak

Encls. as above.

  
Dy.Registrar(Conduct) 13/04/21  
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

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 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

