



## NOTIFICATION

In continuation to the guidelines/instructions issued vide Endst. No. Conduct/2021/AC-VI/1936-2335 dated 21.02.2021 with regard to conduct of examinations, the Vice-Chancellor on the recommendations of a Committee has approved the following modalities for conduct of online theory as well as practical examinations:

### **Theory Examinations :**

1. The UG/PG theory examinations in offline mode are going on these days. The examinations of the students of following categories, who had opted/applied for the same well in time to their respective HODs/Directors/Principals for online mode of examination as per earlier guidelines will be held in online descriptive mode after completion of the ongoing UG/PG examinations (in offline mode)
  - 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.

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 one week, 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.Centre Supdt. 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.

### **Practical Examinations :**

9. The Practical Examinations shall be held in offline mode. However, under special circumstances/categories of students as outlined earlier, the Practical examinations will be held simultaneously in online mode.
10. The Practical examinations of all PG (except 1<sup>st</sup> Semester) programs shall be conducted immediately after completion of theory examinations but before 5<sup>th</sup> of April, 2021 and the awards of the same will be uploaded upto 12.04.2021. PG (1<sup>st</sup> Semester) practical examinations of all programs will be conducted immediately after the completion of its theory examinations.
11. The practical examinations of UG programs will be conducted by the Colleges immediately after the completion of theory examinations but not later than 15.04.2021 and their awards will be uploaded upto 22.04.2021.

12. The students of intermediate semesters in occupying the hostels shall vacate the hostels within 24 hours of the completion of theory/ theory and practical examinations, as the case may be.
13. The hostel accommodation for 1<sup>st</sup> semester students (eligible) in UTD/Campus shall be available from 1<sup>st</sup> April, 2021 to enable the students to perform practicals as well as to appear in offline mode of examinations scheduled to be held from 16.04.2021 onwards.

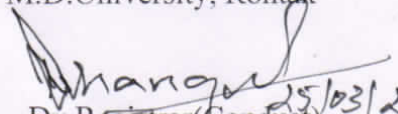
**Controller of Examinations**

Endst.No. Conduct/2021/AC-VI/ 3035-3435 Dated **25.03.2021**

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) 25/03/21  
for **Controller of Examinations**

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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:

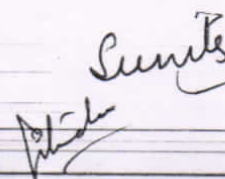


**Filling the following details on the first page of the paper:**

- 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.



## 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

**NOTIFICATION**

The University of Delhi has decided to conduct the examination of the subject of English in the form of a written test. The examination will be held on the date mentioned below. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test.

**Terms & Conditions**

The University of Delhi reserves the right to cancel the examination at any time. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test.

- a) Students must bring their own writing materials.
- b) Students must bring their own writing materials.
- c) Students must bring their own writing materials.

- d) Students must bring their own writing materials.
- e) Students must bring their own writing materials.
- f) Students must bring their own writing materials.

The University of Delhi reserves the right to cancel the examination at any time. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test.

Name of the Candidate	Name of the College	Roll No.	Subject	Question Paper	Time	Number of Questions	Marking Scheme	Marking Scheme

The University of Delhi reserves the right to cancel the examination at any time. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test. The examination will be held in the form of a written test.