



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

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**NOTIFICATION**

It is notified for information of all concerned that the Vice-Chancellor, on the recommendations of the Committee has approved the following Guidelines for the forthcoming 2<sup>nd</sup> Semester Examinations of M.Phil & All Diplomas :

**1. Mode of Examinations:**

That the 2<sup>nd</sup> Semester Examinations of M.Phil & All Diplomas shall be held w.e.f. 10.11.2021, as well as DPED 2<sup>nd</sup> Semester Examinations w.e.f. 01.12.2021 in offline as well as online mode simultaneously. The examinations primarily be held in Offline Descriptive Mode. However, the option of Online examinations (in descriptive mode) may be provided to following categories of students:

- a) Students living abroad
- b) Students infected with Covid-19 ( The students infected with Covid-19 may be allowed to appear through online descriptive mode by the concerned Heads / Directors / Principals of Departments / Institutes / Colleges at their own level. For this, a student will be required to submit a request to the concerned Head/Director/Principal of the concerned Examinations Centre supported by valid RTPCR Test Report issued by a Govt. Hospital only, alongwith contact No., e-mail I.D. and Admit Card at least 07 days before the start of his / her examinations. In case a candidate gets infected with Covid-19 during examinations, concerned HOD/Director/Principal is authorised to allow such candidate to appear in Online Examination on production of valid RTPCR Test Report (being Covid Positive).

- (i) Those students who are permitted to appear in online examinations shall have to follow the Standard Operating Procedure (SOP) as per Annexure-I.

**2. Pattern of examinations - Offline (Descriptive)/ Online (Descriptive):**

The theory examinations of all Programs shall be of 3 hours' duration as per the respective Scheme of Examinations for both Online as well as Offline Mode. However, the students shall be required to attempt any five questions carrying equal marks. In case of question papers having unequal distribution of marks. the students

shall be required to attempt as many parts irrespective of questions of their choice that constitutes maximum marks.

3. The Question Paper for students appearing through Online Mode will be sent by concerned Department/Institute/College (by scanning and emailing the offline question paper in their custody) to the concerned student. Such students shall be provided one hour extra time to upload single pdf file of the Answer Sheets in which the contents must be legible.

Encls. As above.

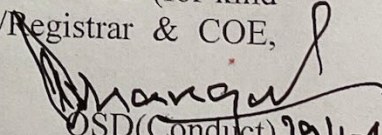
**Controller of Examinations**

Endst.No. Conduct/2021/AC-II/8174-8227

Dated 29.10.2021

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

1. All the Heads/Directors of University Teaching Deptts/CPAS. M.D.University, Rohtak
2. The Director/Principals,
  - i) D.P.G.College, Gurugram
  - ii) AIJHM College, Rohtak
  - iii) MKJK Mahavidyalya, Rohtak
  - iv) GCW Rohtak
  - v) SIRTAR, Rohtak
  - vi) K.M.College Kharkhoda
  - vii) South Point College, Sonapat
  - viii) T.R. PG Girls College, Sonapat
3. Director, University Computer Centre, M.D.University, Rohtak with the request to arrange to upload it on the University website.
4. Director, Public Relations with the request to release a Press Note to this respect for wide publicity in the leading newspapers.
5. Asstt.Registrar(Secrecy/Results-I), M.D.University, Rohtak
6. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Registrar and COE (for kind information of the Vice-Chancellor/Dean Academic Affairs/Registrar & COE, respectively), M.D.University, Rohtak.

  
OSD(Conduct) 29/10/21  
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

160621 + 370965 + M → Morning = 160621370965M

160621 + 370965 + E → Evening = 160621370965E

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

