MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

Notification and Guidelines regarding conduct of examinations of OL Programs and Special Provision of Online Examinations for ODL Candidates Serving in Armed Forces/Paramilitary Forces/Police Force

The Vice-Chancellor on the recommendations of a Committee has approved the following measures/guidelines for conduct of various Online Learning (OL) and Open and Distance Learning (ODL) programs:

1. The Online proctoring of the examinees enrolled in UG OL (Online Learning) Programs shall be held at UIET, MDU Rohtak and of PG OL Programs, it shall be held at respective UTDs (University Teaching Departments).

2. The candidates serving in the Indian Armed Forces/ Paramilitary Forces/ Police, etc., who are enrolled in Open and Distance Learning (ODL) programs, may also appear in examinations through online mode for which they shall be required to submit a request to the Controller of Examinations/Conduct Branch well before starting of examinations along with relevant documents as proof of employment. The Online proctoring of such examinees of UG Courses shall be held at UIET, MDU Rohtak and of PG Courses, it shall be held at respective UTDs.

3. For implementation of online proctoring and smooth conduct of online examinations, the guidelines attached here at Annexure-A shall be followed.

4. The Candidates appearing through online mode of examinations shall have to follow the Standard Operating Procedure (SOP) annexed here as Annexure-B.

CONTROLLER OF EXAMINATIONS

Endst No: Conduct/AC-II/2023/4807-14   **Dated: 17.11.2023**

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

1. Director/Heads of UIET/ Deptt of (Mathematics, Commerce, Hindi, History, Political Science, Public Admn., Economics, English, Sanskrit, Journalism), M.D. University, Rohtak (along with Annexure-A and Annexure-B)
2. Director, CDOE, M.D. University, Rohtak (along with Annexure-A and Annexure-B)
3. The Director, Computer Centre with the request to arrange to upload this notification (along with Annexure-B) on the university website.
4. Director, Public Relations, MDU, Rohtak with the request to issue a press note in this behalf for wide publicity in all leading newspapers.
5. CPA to COE, MDU, Rohtak
6. All branch officers of Examination Wing, MDU, Rohtak
7. PA to COE, for kind information of the Controller of Examinations.
8. Concerned Dealing Assistants, Conduct Branch, M.D. University, Rohtak

Supdt (Conduct) 17/11/23

Standard Operating Procedures for Students appearing in examinations through Online Mode

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.

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 Institute/Department 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 an hour 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 does not 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

   011223 + 370965 + M ⟶ Morning = 011223370965M

   011223 + 370965 + E ⟶ Evening = 011223370965E

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.

<u>**Specimen Answersheet**</u>

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 4th 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:01.12.2023 (Morning/Evening)

h).   Sign. of the student_____

Ques. No. 1