



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

Annexure-A

Guidelines for conduct of examinations for the candidates appearing through Online Mode

The following arrangements shall be required to be made for the students appearing in online examinations:

- (i) The data of the candidates enrolled in Online programs and of those candidates who are enrolled in ODL courses but have been allowed to appear through Online mode of examination, will be shared by the CDOE and Conduct Branch respectively in the below mentioned format to the Concerned Director/HOD of the UIET/Deptt. where his/her examination centre has been set up well before commencement of examinations:

Roll No.	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)	Authenticated e-mail ID of the student	Mobile No. of the student

- (ii) The question papers will be dispatched to the designated examination centers by the Conduct Branch, in sealed box (in printed form). The respective Director/Head will make arrangements to unseal the question paper under his/her presence, 15 minutes prior to the commencement of the examination. After unsealing, the question paper must be scanned to create a PDF file, which will then be shared with the candidates on the email provided by the CDOE.
- (iii) The concerned Director/Head will issue directions to the students that they will be required to upload the attempted answer sheet within stipulated time, with an additional hour allocated for scanning and uploading of Answer Sheets in pdf format on the same e-mail id through which they receive the question paper.
- (iv) The proctoring in online examinations shall be carried out in the ratio of 1:20 i.e. one Invigilator (equivalent to Asstt. Supdt) per 20 students. Appointment of one Additional Supdt is also allowed for supervising online examinations provided there are more than one Invigilator/Proctor in online examination.

- (v) The invigilators put on proctoring duty are required to observe the appearing candidates throughout the examination and scanning time. 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.**
- (vi) The Head/Director will arrange to preserve the soft copy of the attempted Answer-books of the students date-wise in one folder in compressed form using Winzip/Winrar for the prescribed period i.e. 6 (Six) months after the declaration of the result.
- (vii) The Head/Director will arrange to download, take print out, stapled each and every attempted Answer-books and get them packed in a separate bundle alongwith the secrecy memo and arrange to deliver the same to the Secrecy Branch preferably on the day of examination alongwith offline mode answer sheet bundles and in case of any hardship due to any cogent reason will ensure to send the same next day in morning positively.
- (viii) The evaluation of Online as well as Offline answer sheets shall be done by the Secrecy Branch.



Annexure-B

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) 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 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.

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 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

