

INSTRUCTION FOR ONLINE EXAMINATION

Instructions for leftover odd semester online examinations of final year classes of affiliated degree college Starting from 18th May 2021

DIARY NO.

Dated... 14/5/2021

1. All students who have opted for online examinations have been allowed to appear through online mode. Only one mode of examination is available at present.
2. The student will join the online monitoring link (Zoom) 30 minutes before the start of examination which will be provided to well before time on university website or through email.
3. The question papers will be available on monitoring link to the students 15 minutes before the start of examinations. The students will save/note down the questions.
4. The students have to attempt the questions on the answer sheet(s) already provided by the concerned college (in which the student has been enrolled) in a sealed envelope under the monitoring through the web camera or on the students' A4 size (if not available students may use register or copy pages) pages which he/she will numbered. The answer sheet will be numbered as 5 digit paper code followed by students roll number.
5. After the examination student will show the full answer sheet with last page on which it will be written by the student himself that "NOTHING WRITTEN BEYOND PAGE NUMBER ..."
6. You can send pdf file with file name as your full roll number within 30 minutes you leave the monitoring room to your college email address provided to you for that date. You are to also retain the answer sheets.
7. The student has to sit keeping his/her back towards a mirror, or alternatively one can shift a mirror of size not less than 2.0 sq.ft. on backside of candidate (or any available mirror in lockdown time which makes candidates front visible). For demo, you can view the video available on University website. For disabled person where writer is provided back mirror should be large enough to cover both.
8. The students who had collected the answer sheets in a sealed envelope from their concerned college. The **sealed envelope cannot be opened before start of examination**. With each sealed answer book the college has provided a specially designed sticker with message "Nothing Written Beyond This" and an envelope along with a specially designed sticker for the purpose of packing of answer sheet after completion of examination by the student.
9. Strict proctoring/invigilation during the online examination (through Google Meet/Zoom or any other tool) will be carried out. Proper recording of daily proctoring/invigilation duty will be prepared & maintained.
10. For online monitoring purpose one invigilator for upto 20 students appearing online may be deputed by the Center Superintendent who will be paid remuneration at par with the invigilator appointed for offline mode of examinations.

11. On the day of examination the examinee shall start a meeting with the invigilator 30 minutes before the scheduled start of examinations. The link of the meeting shall be sent to the candidate on his/her registered e-mail ID or made available one day before on the university website. During this period of 30 minutes the student shall open the seal of the envelope and show blank answer book and will note down/ download the question paper. All this is to be done in front of web camera and with the permission & satisfaction of the invigilator. The candidate will show each blank page of answer sheet to the invigilator before start of writing on it.
12. During the entire examination the student shall keep the web camera and microphone in "On mode" and no other person is allowed in the room where the candidate is sitting to write the answers. The candidate is not allowed to take help of any study material. Candidate shall follow the instructions of invigilator during the entire duration failing which the invigilator can take appropriate action.
13. After completion of the writing work or maximum duration of the examination the candidate shall put the sticker bearing message "Nothing Written Beyond This" or write with pen on the page of answer script where he/she has stopped writing. Thereafter, the candidate shall make pdf of it and send to the email address of the college made available on website before the examination. Staple the answer sheets if these are loose sheets and keep it in safe place at your home.
14. For latest information students can visit the University website regularly.
15. In case of loss of answer books or tempering of answer book the action shall be taken as per existing rules of the University.

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