

GUIDELINES FOR THE EXAMINATIONS OF ODD SEMESTERS OF THE COURSES RUN IN UTD & AFFILIATED ENGG. & MGT. COLLEGES TO BE COMMENCED FROM 27.01.2022 IN BLENDED MODE (OFFLINE AND ONLINE)

1. The Director/Chairpersons of the concerned department(s) are authorised to conduct the UG/PG odd semester main/re-appear/improvement examinations as per date sheet issued by the Conduct Branch through blended mode (offline and online) at their end.
M.Sc(Math), B.Sc(Hons.) Maths, M.Com and M.A. (Hindi) courses are commonly running in the University and affiliated degree colleges with the same syllabi. The examinations in respect of these courses will be held according to the pattern and guidelines to be issued for the students of affiliated degree colleges by the University. Also, the examinations in respect of M.Sc Math (Dual Degree Course) 7th and 9th semesters will be held with the examinations of affiliated degree colleges.
2. The examinations of MBA students of affiliated colleges (if any) shall be conducted by HSB and likewise examinations for students of Affiliated Engg. Colleges (if any) shall be conducted at exam centres of the university already mentioned on the date sheet(s). The cutlist and details of such students shall be provided by the Conduct Branch to the Director, HSB/Chairpersons of Concerned Departments.
3. The students who will appear in offline mode of examinations are required to appear at the examination centre mentioned on their date sheet.
4. The timing of both modes of examinations will be same and same question paper will be provided.
5. UTD regular Students are required to exercise their option that in which mode of examination they want to appear upto 23.01.2022 in their respective department. For that they may contact Director/Chairperson of their respective department. However, all re-appear/improvement students of UTD and main/re-appear/improvement students of affiliated engg. and mgt. colleges are required to exercise their options on the link given on the university website upto 23.01.2022.
6. **Students who wants to choose online mode of examinations, must ensure that:**
 - iv. **They have a proper working laptop/desktop etc with web camera mike etc.**
 - v. **They have high speed internet facility.**
 - vi. **They have a spare room in their house to give online exams without any disturbance of others.**

It is important to note that no complaint of poor network, web camera/uploading problems etc. will be entertained after the examinations. It is the sole responsibility of the student concerned.

7. Once the option for online/offline mode has been exercised by the student, it cannot be changed later on. He/She must give their entire exams in the opted mode only.


8. The students who will opt offline mode of examinations are required to follow COVID-19 as issued Govt. /Guru Jambheshwar University of Science & Technology, Hisar from time to time.
9. The students must produce his/her admit card and one original personal identity card issued by Govt. of India on demand by the invigilator. No student shall be allowed to appear examinations without identity proof.
10. The question papers shall be supplied by the Conduct Branch.
11. The pattern of question papers will remain same as per scheme & syllabi.
12. All arrangements including monitoring of students for conduct of online examinations are to be made by the concerned Director/Chairperson at their own level by strictly adopting SOP issued by MHA/Haryana Govt./GJUS&T regarding COVID-19 from time to time. The staff to conduct the online examinations shall be deployed by the Director/Chairperson of concerned department according to the guidelines to be issued by the University through Conduct Branch. The remuneration for conduct of online examinations will be paid to the staff as per university norms.
13. On the day of examination, the examinee will have to join online meeting with the invigilator 20 minutes before the scheduled time of start of examinations. The link of the meeting shall be sent to the candidates on his/her registered Email ID well before the scheduled start of each examination by the concerned exam centre.
14. The question papers to all main/re-appear/improvement students will be supplied by the concerned department/exam centre 5-10 minutes before the scheduled time of examination.
15. Before attempting the paper, the candidate will ensure that he/she has downloaded the correct question paper/paper ID as per his/her date sheet. No complaint for attempting wrong question paper by the candidate will be entertained later on.
16. The candidate will download/note down the question paper & will solve the question paper from their remote location on A-4 size paper in his/her own handwriting (as per specimen available on university website) and maximum page limit would be 20 (twenty) **(both sides)**. The student will attempt questions serial no. wise and will mark page no. on the Answer Book, he/she will fill the following details:-

University Roll No. _____	Question Paper ID _____
Name of Students _____	Class/Course _____
Sem/Year _____	Paper Code _____
Name of Paper _____	
Date of Exam _____	Session (Morning/Evening) _____
Total No. of Pages written by candidate _____	
Signature of the Student _____	

Note: The candidate will write Page No. at each page of the used sheet(s). The candidate will not write his mobile no. except the particulars as required otherwise UMC will be registered.

17. Students fail to login for exam in specified timings will not be allowed to submit his/her Answer Sheet(s).
18. The students have to sit keeping his/her back towards a mirror, or alternatively one can place a mirror of size not less than 2.0 sq.ft. on backside of candidate (or any available mirror which makes candidate front visible). For demo, one can view the video available on University website. For disabled person where writer is provided back mirror should be large enough to cover both candidates.
19. Using web camera is mandatory to attempt online exam by Mobile/PC/Laptop etc. If using PC/Laptop etc the Web Camera should be connected and always in active mode during the exam.
20. Students must not stop web camera during exams session and he/she should show his/her face position in front of web camera appropriately with clear visibility. 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 of exam failing which the invigilator can take appropriate action. 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 & kept in record for future reference.
21. A separate Link/Email ID for receipt of Answer Sheets will be got created by the Director/Chairperson of the Concerned Department.
22. The students are required to send their attempted answer sheet of each paper in single PDF file **(saved as Roll No. of the candidate followed by ID of question paper concerned)** within additional 30 minutes time after completion of scheduled examination time on the link/Email ID provided by the Concerned Department/Exam centre only. No excuse will be entertained by the University in this regard. **Example:- If Roll No. of the candidate is 1830100583 and Paper ID is 12345 then file name will be 183010058312345.**
23. The soft copies of answer sheets are required to be preserved by the respective department for at least 3 months after the date of declaration of the result of concerned course/sem/year.
24. After completion of examinations of a program concerned to the candidate he/she is required to submit the hard copies of all his/her answer sheets in which he/she has appeared and uploaded the soft copy(ies) of which on the day of his/her exam within 05 working days positively in one lot to the concerned department/exam centre of the university. No answer sheet will be accepted by the department after the stipulated period and student will be marked absent for non receipt of hard copy(ies) of answer sheet(s). If the hard copy of answer sheet of any candidate is found different form the soft copy already submitted by the candidate on the day of examination the candidate may be disqualified from passing in the concerned examination in full and from appearing in the one or more examinations.

25. In case of loss of answer books or tempering of answer book the action shall be taken as per rules of the University.
26. Proper record of attendance of students (Subject Wise & Date Wise) clearly stating the Present/Absent/UMC of the student, duly signed by the invigilator and countersigned by Centre Superintendent shall be maintained and the same is required to be submitted in the Conduct Branch after closedown of exam centre.
27. For latest information related to exam student must visit the University Website regularly.


19.01.22
Controller of Examinations