



Guru Jambheshwar University of Science & Technology, Hisar
Established by State Legislature Act 17 of 1995)
'A' Grade NAAC Accredited

No. Conduct/2021/ 2046-70
Dated : 20/03/2021

To

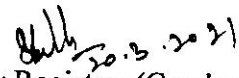
The Principals, Affiliated Degree Colleges of GJUST, Hisar

Sub:- Odd semester online appearing students' data for the session Dec 2020.

Sir/Madam,

As discussed in the meeting held on 18.03.2021 at 3.00 pm in the committee room under the Chairmanship of Hon'ble Vice Chancellor of the University. Please find attached herewith the guidelines for conduct of online examinations along with a specimen format of request letter by the students seeking permission to appear in online mode of examination (Annexure-I) and data sheet (soft copy in Excel format along with hard copy duly signed by the Principal) which in term to be submitted by the college in the office of Deputy Registrar Conduct on or before 30.03.2021 upto 1.00 pm positively (Annexure-II).

The online examinations material will be supplied on 31.03.2021 to the colleges only after receiving the above data sheet.


Deputy Registrar (Conduct)
For Controller of Examinations

CC : PS to COE (for kind information of the COE), GJUST, Hisar



NOTIFICATION

The ensuing odd semester examinations for session December 2020 shall be held in offline as well as online mode w.e.f. 06.04.2021:

1. The examinations primarily be held in offline descriptive mode considering the operational problems highlighted by several Principals on holding of online examinations due to inadequate IT infrastructure, manpower and resources in their respective college/institution. However, the option of online examinations (in descriptive mode) shall be provided to following categories of students:
 - a) Students infected with COVID-19 positive or advised to be quarantined due to COVID-19 case in the family.
 - b) Students residing in containment zone
 - c) Students living abroad
 - d) Students from other states
 - e) Students hospitalized due to chronic disease having valid chronic disease certificate.
 - f) Students' requests considered genuine by the concerned Principal.

The students under above categories may be allowed to appear through online descriptive mode by the concerned Principal of the College/Institute. For this, the students will be required to request their concerned Principal of the College with valid medical certificate duly signed by CMO with their contact No., e-mail ID and Admit Card on or before 27.03.2021 upto 2.00 pm. The change in option once exercised by the candidate regarding online or offline is not allowed. Only one mode of examination either online or offline will be accepted for entire examination of the concerned student.

2. Online and offline examinations will be held simultaneously at designated Exam Centers as per the schedule and will be of 3 hours' duration. The pattern of question papers will remain the same for both online and offline examination mode.
3. The question papers will be emailed by the concerned Exam Centre to the students appearing online 5 to 10 minutes before the start of examinations. For this job an additional one faculty/official staff may be deputed. Remuneration will be paid at par with the invigilator appointed for the offline examinations.
4. The online appearing students have to attempt the questions on the answer sheet(s) to be provided by the concerned college (in which the student has been enrolled) in a sealed envelope under the monitoring through the web camera. One has to sit keeping his/her back towards already installed mirror, or alternatively one can fix a mirror of size not less than 2.0 sq.ft. on backside of candidate.
5. The online appearing students can collect the answer sheets from their concerned college. The schedule for delivery of answer sheets will be issued by the concerned college to their respective students (Regular and Reappear). With each sealed answer book the college shall provide 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. **The sealed envelope is to be opened at the timing of examination in front of web camera.**
6. The Principals/Superintendent-in-Chief of Exam Center will ensure that strict proctoring/invigilation during the online examination (through Google Meet or any other tool) is made by the teacher. Proper record of daily proctoring/invigilation duty is to be prepared & maintained in the College.
7. 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.
8. On the day of examination the examinee shall start a meeting with the invigilator 15 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 well before the scheduled start of each examination by the Exam Center. During this period the student shall open the sealed envelope and seals of 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.
9. 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 including UMC etc.
10. After completion of the writing work or maximum duration of the examination the candidate shall put the sticker bearing message "Nothing Written Beyond This". On the page of answer script where he/she has stopped writing. Thereafter, the candidate shall put the answer script in the envelope and shall seal it and will put the bearing message CONFIDENTIAL sticker on the tape. All this is to be done a period of three hour duration. No extra time is allowed for sealing of answer sheets. The sealing process is also required to be carried out under web camera and is to be monitored by the invigilator.
11. For any clarification the online appearing student can visit the University website where a video is available explaining the whole procedure of opening and sealing of answer sheets.
12. The candidates residing in the radius of 10 KMs from the designated Exam Centre are required to submit their answer sheets after completion of their respective examination for morning shift upto 2.00 pm on the same day and for evening shift upto 12.00 pm of next working day. Otherwise answer sheets are to be sent through courier/speed post addressed to Controller of Examinations, GJUST, Hisar -125001. The exam center will function only upto 5.40 pm on the day of examination.
13. In case of loss of answer books or tempering of answer book the action shall be taken as per exiting rules of the University.
14. If online examinations are held invalid by any other external agency like UGC, AICTE etc., University will re-conduct examination for such candidates in N+2 years only with other examinations as per odd/even semester schedule of examinations.

Endst. No. Conduct/2021/ 2071-2100 dated 20.03.2021

Controller of Examinations

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

1. All the members of the committee
2. SVC (for kind information of the Hon'ble Vice Chancellor), GJUST, Hisar
3. Superintendent O/o the Registrar (for kind information of the Registrar), GJUST, Hisar
4. P.S. to COE (for kind information of the COE), GJUST, Hisar

Dy Registrar (Conduct)
For Controller of Examinations

Format of request letter to be submitted by the odd semester students opting for online mode of examinations for the session December 2020 only

To

The Principal

Sub:- Request for online examinations.

Respected Sir/Madam,

I _____ s/o _____ is/was a benefited student during the _____ session _____ course of _____ semester of your college. I want to appear through online mode during forthcoming odd semester examinations for the session Dec 2020 in the following papers. I am eligible to take my examinations as per the notification/guidelines issued by the University:

SN	Roll No.	Semester	Course Name	Paper Code	Paper Name	Main/Rc-appear
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

For this I hereby submit my option for online examinations and do undertake that :

- I willfully opting online mode of examinations and will not claim for offline examinations thereafter. I will appear for online exams for my entire papers and will not change my option in between.
- I will allow college/university for monitoring and video recording during examinations.
- The information given above is true and I am responsible for any mistake in the above information provided by me.
- I have already filled the examination forms for the above said papers. If, I found not eligible my candidature may be cancelled by the University.
- I have sufficient infrastructure like laptop/mobile phone with the web-camera facility along with good internet connectivity /mirror of size not less than 2x2 sq. ft. I am responsible for any kind of disruption of internet connectivity during the entire period of my examination.
- I will not leave my position in front of camera during the tenure of exams and will follow the instruction of Center Superintendent/Dy Center Superintendent/invigilator during the entire course of my examination.
- I will appear in the online examinations by fixing mirror of not less than 2x2 sqfts at my back side.
- I do understand that, if, I will not follow the instructions/guidelines disciplinary action may be taken against me by the College or the University.
- I have thoroughly gone through the notification/guidelines issued by the University for appearing in online mode of examinations and abide by these guidelines.

Yours faithfully

Signature of the student

Name & address of the student with mobile no and e-mail address

For office use only

The candidate Allowed/Not Allowed to appear in the online mode of examinations. YES/NO

If, allowed

- No of total papers in which student is going to appear _____.
- Tick under which category the student is allowed to appear :

<input type="checkbox"/>	Students infected with COVID-19 positive or advised to be quarantined due to COVID-19 case in the family.
<input type="checkbox"/>	Students residing in containment zone
<input type="checkbox"/>	Students living abroad
<input type="checkbox"/>	Students from other states
<input type="checkbox"/>	Students hospitalized due to chronic disease having valid chronic disease certificate.
<input type="checkbox"/>	Students' requests considered genuine by the concerned Principal.

Signature with Seal

