


GUIDELINES FOR UTD & AFFILIATED ENGG COLLEGES FOR THE ONLINE EXAMINATIONS

1. Online and offline examination will be held simultaneously.
2. The change in option once exercised by the candidate regarding online or offline is not allowed. Only one mode of examination will be accepted for entire examination of the concerned student.
3. The pattern of question papers will remain as per the scheme and syllabi.
4. The question papers will be emailed 15 minutes before the examinations by the concerned Department/Exam Centre.
5. The students have to attempt the questions on the answer sheet(s) to be provided by the University in a sealed envelope under online monitoring through the web camera. Sealed envelope is to be opened 15 minutes before start of examination under online monitoring.
6. Every house has a mirror, one has to sit keeping his/her back towards mirror, or alternatively one can shift a mirror of size not less than 2.0 sq.ft. on his/her backside so that his laptop/monitor is visible.
7. The students can collect the answer sheets from the concerned department/ exam centre/ nodal centre designated for the purpose. The schedule for delivery of answer sheets along with the exact location of nodal centre with contact number shall be notified on the university website later on. For the candidate of other states, the answer books shall be delivered by courier/speed post on the registered postal address of the candidates. For this, the students will have to share their GPS location from where they will be appearing in the examination. With each sealed answer book University, shall provide a specially designed sticker with message "Nothing Written Beyond This" and an envelope along with a specially designed colored sticker for the purpose of packing.
8. On the day of examination, the examinee will have to join online 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 concerned exam centre. During these 15 minutes, the student shall open the 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 book 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.
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 provided by the University and shall seal it and will put the colored sticker on the tape. All this is to be done during a period of three hours. No extra time will be provided for sealing of answer sheets. A video will be made available on the University website explaining the whole procedure 3 days before examination.
11. Candidate shall follow the instructions of invigilator during the entire duration failing which the invigilator can take appropriate action.
12. The candidates residing in the radius of 10 KMs from the designated exam centre are required to submit their answer sheets on the same day to their respective exam centre, otherwise answer sheets are to be sent through courier/speed post addressed to Controller of Examinations, GJUST, Hisar-125001 within 2 days.
13. In case of loss of answer books or tempering of answer book, existing rules of the University will be followed.
14. If online examinations are held invalid by any regulatory body like UGC, AICTE, Central/State Govt. etc., University will re-conduct examination for such candidates within the duration of N+2 years, with other examinations.


25.2.2021
Deputy Registrar (Conduct)
GJUS&T, Hisar