

INSTRUCTION FOR ONLINE REAPPEAR EXAMINATIONS

Instructions for 1st and 3rd Semester reappear online examinations for passout students affiliated degree college Starting June 2021

1. All students who opts for online examinations will allowed to appear through online mode. Only online mode of examination is available at present.
2. The student will join the online monitoring link (Zoom) 30 minutes before the start of examination. The link will be available to them 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) of A4 size and if, pages are not available, students may use register pages which he/she will numbered. The answer sheet will be numbered as 5 digit paper code followed by students roll number **e.g. if paper code 12345 and roll no. is 234567898765 then he/she may write 12345234567898765.**
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 saved as your full roll number within 30 minutes you leave the monitoring room to your college email address provided to you for that date. Students may retain the answer sheets and make it reach University within 7 days after lockdown.
7. The student has 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 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. 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.
9. On the day of examination the examinee/student 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.

10. 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.
11. The candidate shall make pdf of Answer Sheet and send to the email address of the college made available on website before the examination. Staple the answersheets if these are loose sheets and keep it in safe place at your home and submit to Controller of Examination of the University within 7 days after lockdown or examination. Address and mode will be notified later.
12. For latest information students can visit the University website regularly.
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.

Dy Registrar (Conduct)