

DEENBANDHU CHHOTURAM UNIVERSITY OF SCIENCE & TECHNOLOGY
MURTHAL (SONEPAT)
(A State University established under Govt. of Haryana Act. No. 29 of 2006)
Accredited "A" Grade by NAAC

Notification-1

Guidelines Regarding Conduct of Offline (Conventional Mode) & Online Proctored & Monitored Examinations January 2021

In-partial modification in guidelines/instructions issued vide No. DCRUST/Conduct/4318-4371 Dated 09.12.2020:-

1. The online examinations shall be conducted simultaneously alongwith offline examinations at the Department/Institution Level and Chairperson of the Department & Director/Principal of the Inst. is requested to make the necessary arrangements for both modes of examinations.
2. Invigilator for the examinations shall be appointed by the Chairperson/Director/Principal and online invigilation shall be done from the lab/room in the Department/Institution using web camera & microphone. No. invigilation shall be done from any other place.
3. The Department can engage the Senior Research Scholar or Technician for the purpose of the invigilation.
4. In case of online examination the question paper shall be directly made available on the Login ID of the student on scheduled time of examinations. However, in case of Educational Institutions/ Colleges the question paper shall be provided on e-mail ID of Centre Supdt. for further delivery to invigilator who shall forward it to the students.
5. In case of internet failure in University/Institution the invigilators are requested to use his/her mobile data for online invigilation.
6. Invigilator will host the google meet and will schedule the meeting atleast 12 hours before the schedule start of exam. Every google meet scheduled by each invigilator shall include the following E-mail IDs:
E-mail ID of Centre Supdt, observer1@dcrustm.org , observer2@dcrustm.org,
observer3@dcrustm.org, observer4@dcrustm.org, observer5@dcrustm.org,
observer6@dcrustm.org, observer7@dcrustm.org, observer8@dcrustm.org,
observer9@dcrustm.org, observer10@dcrustm.org, coe.exam@dcrustm.org,
conduct.exam@dcrustm.org and students under his/her invigilation.
7. Invigilator will rename the video file of the recording present in his/her shared drive as per the format given below:

Exam Centre Number, Date of exam, session, 1st name of invigilator. For example EC92_18102020_M_Ajay.mp4 is the file name of Exam Centre 92, on date Oct 18, 2020, Morning Session and Ajay is first name of invigilator.

8. At the start of google meet the invigilator shall start the recording of the meeting. At the end of examination, the invigilator shall stop the recording. Invigilator is advised not to stop/pause the recording during the entire examinations.
9. Invigilator shall e-mail the link of shared video with file name as mentioned in point 8 to conduct.exam@dcrustm.org. The invigilator should not delete the video file of recording from his/her shared drive at least 12 months.
10. Mock test shall be conducted on 04.01.2021 of a virtual examination in morning session. The invigilator of each exam centre shall schedule a google meet for mock test at 09:40 am by including students and above mentioned E-mail IDs.
11. Invigilator shall put the Serial No. of Answer Book in attendance chart while updating the attendance sheet.
12. For online examinations it has decided that one invigilator shall be appointed upto 15 students
13. There are some courses of Civil Engineering where duration of examination is 04:00 hours. Duration of such examination shall be 03:00 hours only.

Controller of Examinations

Endst No. DCRUST/Conduct/4985-5053

Dated: 01.01.2021

A copy of the above is forwarded to the following for information and necessary action:-

1. All Deans, DCRUST, Murthal
2. All Chairpersons, UTD, DCRUST, Murthal
3. All Directors/Principals, Affiliated Institution (Tech., Arch., Mgt., Sci., Arts & Educational) to DCRUST, Murthal
4. Director, Computer Centre with the request to upload this notice on the university website.
5. Deputy Registrar (Result), DCRUST, Murthal
6. In-charge, EDP Centre for further necessary action.
7. Superintendent (Secrecy), DCRUST, Murthal
8. Public Relation Officer, DCRUST, Murthal
9. P.A. to VC/Registrar/CoE (for kind information of Hon'ble Vice-Chancellor/ Registrar/ Controller of Examinations)
10. CPA to CoE


Assistant Registrar (Conduct)
for **Controller of Examinations**

01/01/21