

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY,
MURTHAL (SONEPAT)**
(Established under Govt. of Haryana act. No.29 of 2006)
Accredited "A" Grade By NAAC

Notification-7

Guidelines Regarding Conduct of Online Proctored & Monitored April 2021 Examinations

- 1 Examinations shall be commencing w.e.f. 15.04.2021.
- 2 The candidates have to collect the Answer Books from Conduct Branch on 09.04.2021 (Only for B.Tech. 1st Semester) and 12.04.2021 (other than B. Tech. 1st Semester) and have to submit the Answer Scripts after the examinations in the Conduct Branch on 30.04.2021 (Only for B.Tech. 1st Semester) and on 03.05.2021 (other than B. Tech. 1st Semester). The timing of collection & submission of A/S shall be from 10:00 am to 04:00 pm as per schedule mentioned above.
- 3 The question paper shall be directly made available on the Login ID of the student on scheduled date and time of examinations as per date sheet which is available on website dcrustedp.ac.in.
- 4 **Candidate must ensure that their computer system should be compatible with mathematical & scientific symbols including mathematical equations. The University shall not be responsible in case special scientific symbol and mathematical equations are not displayed on the computer system of the candidate.**
- 5 On the day of examination the examinee shall start a meeting with the invigilator 15 minutes before the scheduled start of examination. The link of the meeting shall be sent to the candidate well before the scheduled start of each examination. 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 and satisfaction of the invigilator. The candidate will show each blank page to the invigilator before start of writing on it.
- 6 The candidate shall start attempting the question paper only after direction from the invigilator and candidate has to set the web camera, screen of equipment and volume of microphone as per instructions of invigilator and after that there shall be full surveillance till the end of examination.
- 7 Students have to attempt any 4 questions out of total questions given in the Question Paper irrespective of Units/Sections/Compulsory Question. The maximum time to attempt the question paper shall be 2 hours & 30 minutes. Examinations shall be conducted in two shifts namely 10:00AM – 12:30PM & 01:30PM – 04:00PM. In case of B. Arch. where total numbers of questions are 5 or 3 then the candidate has to attempt any 2 or 1 question respectively.
- 8 Mock test shall be conducted on 13.04.2021 of a virtual examination. The invigilator of each exam centre shall schedule a google meet for mock test at 09:40 am (Only for B.Tech. 1st Semester) by including students and above mentioned E-mail IDs and at 01.10 pm (other than B.Tech. 1st Semester) in evening session.
- 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 Examination portal / link for online examination shall be active only for the time specified in the date sheet of examination. After that the portal / link will be inactive.
- 11 Uninterrupted Internet connectivity & Power backup during the entire examination shall be the responsibility of the candidate on the side of candidate and University shall be responsible on the side of invigilation. If candidate move away from the camera or switch off the camera or microphone during the examination then either his/her examination shall be cancelled or it shall be treated UMC. The decision in this regard on the day of examination shall be taken by invigilator/ Superintendent/ Observer.
- 12 In case of internet failure in University/Institution the invigilators are requested to use his/her mobile data for online invigilation.
- 13 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.
- 14 Invigilator shall put the Serial No. of Answer Book in attendance chart while updating the attendance sheet.

- 15 The ratio of Proctor to Students shall be 1:15 and Automated Face Recognition delay shall be only 10 seconds. All unrecognized faces, after two warnings, will lead to UMC.
- 16 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.
- 17 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_15042021_M_Ajay.mp4 is the file name of Exam Centre 92, on date April 15, 2021, Morning Session and Ajay is first name of invigilator.
- 18 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.
- 19 Invigilator shall e-mail the link of shared video with file name as mentioned in point 17 to conduct.exam@dcrustm.org. The invigilator should not delete the video file of recording from his/her shared drive at least 12 months.
- 20 University shall not be responsible for any lack of time of examinee due to any reason.
- 21 Examinations of all drawing based subjects of B. Arch. i.e. Building Construction and Materials, Graphics & Architectural Drawing/Design etc. and any other similar course whose examinations are conducted in studios, the examinations of all such courses shall be conducted in the form of presentation/viva-voce/portfolio.
- 22 University UMC rules shall be applicable to Online examination also. If any malpractice is noticed by the invigilator during the complete online exercise then the candidate shall be put under Unfair Means Category (UMC) and action shall be taken as per UMC Rules.
- 23 In case of UMC the candidate shall seal the answer script for further delivery to the University. The final decision regarding punishment of such cases shall be taken by UMC Standing Committee (s).
- 24 With each sealed answer book University shall provide a specially designed Green sticker with message "Nothing Written Beyond This" and an envelope along with a specially designed sticker for the purpose of packing.
- 25 After completion of the writing work or 150 minutes whichever is earlier, the candidate shall put the Green sticker bearing message "Nothing Written Beyond This" on the page of answer script where he/she has stopped writing. Below the sticker the candidate shall put his/her full signature and will strike off rest of blank pages, if any, in the answer book. Thereafter the candidate shall put the answer script in the envelope and shall seal it and will put the sticker on the tape. A video is available on the website dcrustdp.ac.in and youtube explaining the whole procedure.
- 26 Total duration of examination shall not exceed 3 hours including opening of answer book, display of blank pages of answer book to invigilator, noting down/download of question paper, writing of answers, striking of blank pages, putting stickers and packing of written answer book. All these operations shall be recorded and candidate shall follow the instructions of invigilator during the entire duration failing which invigilator can take appropriate action.
- 27 All questions attempted by candidates shall be of equal weightage. Maximum marks shall be the same as mentioned in Scheme of Examination or mentioned on the Question Paper.
- 28 In case of loss of Answer Book/Script or tampering of Answer Book/Script the action shall be taken as per existing rules.
- 29 Answer Scripts of examinations conducted in online mode shall be received and evaluated in the University.
- 30 All instructions issued by Government regarding COVID-19 shall be enforced by the Supdt-in-Chief of the Examination Centre (s).
- 31 Remuneration shall be paid as per University rules.

(Dr. MAHABIR SINGH DHANKHAR)
Controller of Examinations

Endst No. DCRUST/Conduct/6880-6935

Dated: 26.03.2021

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) 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. Assistant Registrar (Secrecy), DCRUST, Murthal
7. In-charge, EDP Centre for further necessary action.
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

Opdy
26/03/2021

for Deputy Registrar (Exam)
Controller of Examinations

Op
26/3/21