

**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-2**

**Guidelines Regarding Conduct of February 2022 Examinations  
(Except Examinations of B. Tech. / B. Arch. 1<sup>st</sup> Semester  
& Examinations of Educational and Physical Educational Programs)**

In-continuation of this office No. DCRUST/Conduct/6253-6302 dated 17.01.2022 & DCRUST/Conduct/6606-6655 dated 27.01.2022:

- 1 As per latest COVID guidelines, Offline mode of examination is also permitted alongwith Online Proctored & Monitored Theory Examinations. All candidates who want to appear through offline mode of examinations are directed to bring their already issued Answer Books alongwith packing material to their respective examination centre as per date sheet. The Supdt.-in-Chief and Centre Superintendent shall make arrangement for offline examinations as well.
- 2 Hard copies of the Question Papers shall be made available to Supdt.-in-Chief/ Center Supdt. well before the start of examinations.
- 3 In case of offline examination the ratio of invigilator to students shall be 01:20.
- 4 Separate cut list of the candidates for offline examinations shall not be made available on exam login portal.
- 5 Similar to online mode, in case of offline examination the number of written pages of the answer book of each candidate should be noted by the invigilator and uploaded on the exam wing website [www.dcrustedp.in](http://www.dcrustedp.in) through their respective exam centre login portal alongwith the attendance. In the coloumn 'Remark' of attendance sheet, it should be mentioned that candidate appeared offline.
- 6 In case of offline examinations the sticker "Nothing Written Beyond This" should be pasted on the last written page of answer book where the candidate stops the writing with his/her signature and packing be done in front of the invigilator similar to online mode.
- 7 After the offline examination, on each day the Centre Supdt. shall e-mail a scanned copy of memo on the e-mail ID exam.memo@dcrustm.org,
- 8 Hostel facility shall be made available to those candidates of UTD, DCRUST, Murthal who appear in offline mode and have recommendations of their Chairperson.
- 9 After the online examinations it shall be responsibility of the candidate to deposit the answer scripts within 05 days of their last examination at their respective examination centres. In case a student is unable to deposit the material as per

schedule then his/her examination shall be treated as cancelled. In no case Answer Script & other packing material shall be collected by post.

- 10 The University officials shall match the record of number of written pages of each answer script of each candidate supplied by Centre Superintendent after all answer scripts are received in the departments/institutions. The evaluation work shall start after physical verification of record.

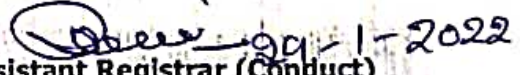
**(Dr. Mahabir Singh Dhankhar)**  
**Controller of Examinations**

**Endst No. DCRUST/Conduct/6668-6727**

**Dated: 29.01.2022**

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

1. Dean, Academic, DCRUST, Murthal
2. Dean, Colleges, DCRUST, Murthal
3. All Chairpersons, UTD, DCRUST, Murthal
4. All Directors/Principals, Affiliated Institutions (Tech., Arch., Mgt., Sci. & Arts) to DCRUST, Murthal
5. Head, Computer Centre with the request to upload this notice on the university website.
6. Assistant Registrar (Secrecy), DCRUST, Murthal
7. In-charge, EDP Centre, DCRUST, Murthal 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

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