

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

Instructions: Phase-II Online (Proctored & Monitored) October 2020 Theory Examinations
(Commencing w.e.f. 18.10.2020)

1. The online examinations shall be conducted at the Department/Institution Level and Chairperson of the Department & Director/Principal of the Inst. is requested to make the necessary arrangements for the 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. Those students who want to appear offline shall be allowed to appear physically in their respective examination centre. In case the student has received his/her answer books then the student shall bring these answer books to write the examination otherwise Department/ Institution shall provide the answer books.
5. Question paper shall be directly made available on the Login ID of the student on scheduled time of examinations. However University shall provide the question paper on E-mail ID of the Centre Supdt. 30 minutes before the scheduled start of exam for the purpose of students/candidates appearing offline.
6. In case of internet failure in University/Institution the invigilators are requested to use his/her mobile data for online invigilation.
7. 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.
8. 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.
9. 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 stoop/pause the recording during the entire examinations.
10. 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.

11. Mock test shall be conducted on 17.10.2020 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.
12. Invigilator shall put the Serial No. of Answer Book in attendance chart while updating the attendance sheet.
13. One invigilator shall be appointed on 8 to 12 students/candidates.
14. These instructions are in-continuation to already circulated instructions/guidelines in past from time to time.
15. Exam duty is mandatory & no exemption shall be entertained in this regard. No remuneration shall be paid to any person associated with these examinations.
16. It is in the knowledge of every one that many activities are being carried out now-a-days simultaneously at the level of department/institution. It is advised that examination duties be given top priority. Cooperation of all is solicited for smooth conduct of examinations.

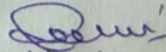
Controller of Examinations

Endst. No. DCRUST/Conduct/ 2707-2810

Dated: 16/10/2020

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

1. All Deans, DCRUST, Murthal
2. All Chairpersons of UTD, DCRUST, Murthal
3. Director, UCC with the request to upload this notice on the University website.
4. All Directors/Principals, Affiliated Institution (Tech., Arch., Mgt., Sci., & Educational) to DCRUST, Murthal
5. O/o DC (for kind information of the Deputy Commissioner, Sonapat)
6. O/o SP (for kind information of the Superintendent of Police, Sonapat)
7. O/o CMO (for kind information of the Chief Medical Officer, Sonapat)
8. All Centre Sudpt. (Examinations)
9. DR, Result
10. In-charge, EDP Centre for further necessary action
11. PRO, DCRUST, Murthal
12. Superintendent (Secrecy), DCRUST, MURthal
13. PA to VC/Registrar/CoE (for kind information of Vice-Chancellor/Registrar/Controller of Examinations)
14. CPA to CoE


Assistant Registrar (Conduct)
for Controller of Examinations

(P)
16/10/2020