



Ch. Bansi Lal University Bhiwani
(A State University established under Haryana Act No. 25 of 2014)

NOTIFICATION

In continuation of the notification issued vide Endst No. CBLU/Conduct/2021/1482-90 dated 12/07/2021 with regard to conduct of terminal semester fourth coming examinations of UG/PG, the Vice Chancellor has approved the following pattern of examinations/guidelines on the basis of online meeting held on 31-07-2021.

1. Mode of Examinations:

That the UG 6th Semester (Main/Reappear) and PG 4th Semester (Main/Reappear) examinations shall be held in blended mode (offline/online) simultaneously as under:-
The examinations are held in Descriptive Mode from 10th August 2021 of UG 6th Semester and PG 4th Semester from 17th August 2021. However, the option of online examinations (in descriptive mode) shall be provided to the following categories of the students. Details are as under:-

- a. Students infected with Covid-19 Positive or advised to be quarantined due to Covid-19 case in the family, with RTPCR Report.
- b. Students residing in containment zone
- c. Students living abroad
- d. Students resident of other states (with authentic proof)
- e. Students hospitalized due to chronic disease
- f. Student's requests considered genuine by the concerned Director/HOD/Principal.

(The students under above categories may be allowed to appear through online descriptive mode by the concerned Heads / Chairpersons / In-charges / Directors / Principals of Affiliated Colleges at their own level. For this, the students will be required to request the concerned Heads / Chairpersons / In-charges / Directors / Principals of the concerned Colleges/Departments with valid medical certificate duly signed by CMO along with their Mobile No., e-mail I.D up to 07th August, 2021.

- (i) Those students who are permitted to appear in online examinations shall have to follow the Standard Operating Procedure (SOP) as per Annexure-I.


2. The pattern of question papers will be adopted for theory examinations of UG/PG courses are following:-



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- a. There will be total 9 questions in all out of which students will be required to attempt any 4 questions.
 - b. All questions will carry equal marks.
 - c. The maximum time shall be allowed 2 hours.
3. The Heads / Chairpersons / In-charges / Directors / Principals have to submit the student detail of those students who have applied online examination latest by 09th August, 2021 with a authentication that the mobile No, and E-mail address are correct.

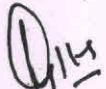
Endst No. CBLU/Conduct/2021/ 1799-1806


Controller of Examinations
Dated: 03/08/2021

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

1. All the Deans / Heads/ Chairperson / In-charge, University Teaching Departments, CBLU, Bhiwani.
2. Principals, Affiliated Colleges of CBLU, Bhiwani
3. In-charge, Computer Centre (for uploading University Website), CBLU, Bhiwani
4. Dy. COE, Secrecy Branch, CBLU, Bhiwani
5. A.R (Exams), CBLU, Bhiwani
6. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), CBLU, Bhiwani
7. PA to Registrar (for kind information of the Registrar), CBLU, Bhiwani
8. PRO, CBLU, Bhiwani

Encls: as above


Controller of Examinations

Standard Operating Procedures for Students for Online Descriptive Exams

Pre Exam:

A student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of Examination.
2. The availability of the working video camera or web cam, microphone and Internet connectivity (at least 3G speed) on their access device (PC, Laptop, Smartphone). Students will be under Camera Surveillance of Invigilators during examinations.
3. To learn well before the date of first exam, how to scan the answer sheets and create a single pdf file.
4. Arrange for lined/ruled A-4 size sheets to write the answer.
5. To fill the following details on the first page of the paper:

A student is required to do the following after joining the meeting and attendance:

A candidate is required to fill the following details on the first page of the paper:

- a. Univ. Roll No. (in figures): _____ in words _____
- b. Class/Semester: _____
- c. Name of the Paper: _____
- d. Question Paper ID _____
- e. Total No. of Pages written by candidate: _____
- f. Date of Examination: _____
- g. Signature of the student _____

All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answer sheet.

During Exam:

8. Will join the video meet at least 15 minutes before the start of examination.
9. To show her/his Admit card and Photo ID on the camera and also pronounce her/his Roll No in the Microphone. She/he is not allowed to switch off the camera and microphone during the examination.
10. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled.
11. Download/note down the question paper.
12. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
13. Attempt questions Serial No. wise and mark Page No. on each page.
14. Each paper should be attempted in maximum 36 lined/ruled pages (18 Sheets)

Post Exam:

1. At the end of the exam, the student has to scan the answer sheets and convert all the sheets into a single pdf file.
2. He/she will be required to complete all the process & send the soft copy of his/ her attempted questions in PDF format through E-mail within the prescribed time on the same email address from which the Question Paper was sent to the student.
3. Students must ensure that the overall size of pdf file should not exceed 40 MB. Save file as ddmmyy-Roll No. pdf. The maximum number of answer sheets should not exceed 36.

4. The student at the end of examination shall create a PDF of the attempted questions sequentially and the file name shall be as under:
5. Date of Examination + Roll No. + Session of Examination for example
030321 + 370965 + M Morning = 03321370965M
030321 + 370965 + E Evening = 030321370965E
6. The student has to send this pdf file to the same email Id from which she/he received the question paper within 20 minutes of the scheduled end of exam and failing which the pdf file will not be accepted by the College/ Deptt./ Institution.

Q.14