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Guidelines for online / offline odd semester examinations

1 message

Deputy Controller of Examination CBLU, Bhiwani <dcoe@cblu.ac.in>   Wed, Mar 2, 2022 at 5:56 PM
To: aracademic@cblu.ac.in, deancolleges@cblu.ac.in, "Chairperson Dept. of Physical Education, CBLU"
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Bhiwani" <dcoeresult@cblu.ac.in>, nodalofficerpra@cblu.ac.in, Computer Centre <computercentre@cblu.ac.in>

Respected Sir/Madam,
Please find the attached Notification, Annexure-I and Annexure-II regarding guidelines for online/offline up coming
odd semester examinations. This is for your kind informations and necessary action, please.

3 attachments

📄 **Annexure II Specimen Answer Sheet.pdf**
126K

📄 **Annexure-1 (SOPs).pdf**
374K

📄 **Notification of Upcoming Examinations Guidlines.pdf**
763K

Sh Pawan Kaushik
Dy Supdt. S
Incharge BA I
to inform the students
for N-A.
03/03/2022

Whatsapp group
& Website-
Circulated

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

NOTIFICATION

The Vice-Chancellor on the recommendations of the committee has approved the following guidelines for the smooth conduct of Online/ Offline of PG / UG / Certificate / Diploma / 05 Years Integrated Courses (Main/Re-appear) examinations scheduled to be held in the month of March/April, 2022:-

I. The Examination of Odd Semester of PG/5 year Integrated/UG/Diploma/Certificate courses (Main/Reappear) shall be conducted in offline as well as online mode simultaneously. The offline examinations shall be conducted in the concerned Colleges/ Departments / Institutes and the online examinations shall be conducted by the concerned Colleges/ Departments / Institutes through virtual platforms (Google Meet/ Zoom etc.).

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

III. **The Heads/ Chairpersons/ In-charges of UTD's and Principals/ Directors of the colleges/ institutes shall intimate one official E-mail ID and Mobile No. (having WhatsApp) on onlineexamsfeb2022@cblu.ac.in by 07.03.2022 for sending the pdf of Question Paper.**

IV. The question papers for online examination shall be sent to all the concerned Superintendent-in-Chief through E-mail 30 minutes before the commencement of the examination and Superintendent-in-Chief in coordination with Centre Superintendent/ Deputy Superintendent along with IT team will send the question papers to the concerned students using different electronic modes well in time as per schedule of Examinations. The question papers for offline examination will be supplied by the Examinations Branch.

V. **The students appearing for offline as well as online shall be allowed to attempt any five questions carrying equal marks.**

VI. The Principals/ Directors will be the Superintendent-in-Chief by default in Colleges/ Institute and they will appoint Centre Superintendent/ Dy. Superintendent at their own level. The Centre Superintendent will further appoint other staff at his/her own level for the smooth conduct of examinations.

For UTD's, Dean of concerned Faculty will be the Superintendent-in-Chief and they will appoint Centre Superintendent/ Dy. Superintendent for each department at their own level. The Centre Superintendent will further appoint other staff at his/her own level for the smooth conduct of examinations.

The Superintendent-in-Chief/ Centre Superintendent/ Dy. Superintendent will remain same for offline as well as online examination mode.

Further, the Observers shall also be appointed by the University for strict proctoring and smooth conduct of online examinations.

VII. For Online Examination, One IT Team comprising of 02 members i.e. 01 In-charge (equivalent to Invigilator) and 01 Programmer/Operator/Clerk (equivalent to Centre Clerk) shall be constituted by Centre Superintendent. The adequate number of Invigilators (one Invigilator for every additional 40 students) for online examination shall be appointed by the Centre Superintendent. He will also ensure to provide the approved list of members of the IT team to the University through Email: dcoe@cblu.ac.in well in time in the following format:

Name of Examination Centre	Name & Designation of members of IT Team	Mobile No.	E-mail ID

VIII. The IT Team of the Colleges/Institution/Department will coordinate with the IT Team of the University for Online Examinations.

IX. The Superintendent-in-Chief/Superintendent/Deputy Superintendent along with IT Team and Invigilators will ensure the strict Proctoring/Invigilation during the online examination through Google Meet/ Zoom etc.

X. **Duties of Invigilator for online examination:**
It will be the responsibility of the Invigilator to ensure that following particulars are mentioned at first page of Answer Sheet:

(i) Univ. Roll No. (in figures):_____   in words _____

(ii) Name of the student_____   (iii) Class & Semester:_____

(iv) Name of the Paper:_____   (v) Question Paper ID_____

(vi) Date of Examination:_____   (vii) Subject Code_____

(viii) Signature of the student _____   (ix) Total No. of Pages written by candidate: _____

(x) Signature of Invigilator: (at the time of hard copy submission) _____

Note: If the above said information (i-x) not found on answer sheet, it will be treated as Unfair Means Case (UMC).

XI. The invigilator must ensure that the candidate appearing online is using the lined A-4 size paper to attempt the exam preferably on the specimen answer sheet available on University website as well as with the college (**Annexure-II**).

XII. **Surveillance / Remote proctoring:**
1. Departments/ Colleges/ Institutes will have the cameras Surveillance / Remote proctoring of the examination by a video-conference platform like Google Meet / Zoom etc.
2. The IT Team shall share the details of the meeting with the students as well as Invigilators, if any, and IT Team of the University one day before the examination.
3. Full time recordings of the examination shall be ensured by the Departments/ Colleges/ Institutes.
4. The malpractice shall be viewed seriously and dealt with rules and regulations of the University.
5. An IT Team and constituted by the worthy Vice-Chancellor shall also monitor the conduct of online examinations.

XIII. **Submission of Answer Sheet for Online Examination:**
1. The student shall be required to complete all the process mentioned in the SOPs and send the **Soft Copy** of his/ her answer sheet as a single PDF file through E-mail to the Invigilator on the provided email address from which the Question Paper was received to them within 20 minutes of the scheduled end of exam failing which the pdf file shall not be accepted by the concerned Colleges/ Departments/ Institutions and treated as Unfair Means Case.
2. The student shall be required to submit the **Hard Copy** of their hand written answers sheet of each paper to the concerned Centre Superintendent **as early as possible but not later than 3 days from the date of his/ her last examination held**.

XIV. **Unfair Means Cases**

The Hard Copy of answer sheet(s) of the concerned student for Unfair Means Case(s) shall be submitted to Conduct Branch separately for each Paper ID within 5 days after completion of the examination.

XV. **Evaluation:**

The guidelines for evaluation and re-evaluation will be issued later on.

XVI. **Remuneration:**

Remuneration will be paid as per University norms.

XVII. **Submission of Absentee Report/Secrecy memo:**

The Departments/ Colleges/ Institutes shall also send the date wise Absentee Report/Secrecy Memo to the onlineexamsfeb2022@cblu.ac.in immediately after completion of the examination in the below given format:

Name of Examination Centre	
Name of Invigilator with Mobile No.	
Total number of students appearing in examination	
Total number of present students	
Roll No. of students present	
Total number of absent students	
Roll No. of students absent	
Total number of PDF files of answer sheets	
Total number of students who did not submit the answer sheets	
Roll number of the students who did not submit the answer sheets	

XVIII. **Preservation of answer sheets:**

The hard as well as soft copy of answer sheets of every student must be preserved by the concerned Departments/ Colleges/ Institutes for a period of 4 months after the date of declaration of result of the concerned course and thereafter, the prior permission of the Controller of Examinations is required for disposing off the answer sheets.

-Sd-

Controller of Examinations

Endst No. CBLU/Conduct/2022/01/290-302   **Dated:** 02-03-2022

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

1. Dean Academic Affairs, CBLU, Bhiwani.
2. Dean of Colleges, CBLU, Bhiwani.
3. Dean Students Welfare, CBLU, Bhiwani.
4. All the Deans / Heads/ Chairpersons / In-charges, UTDs, CBLU, Bhiwani.
5. All the Directors/Principals of Affiliated Colleges of CBLU, Bhiwani.
6. Finance Officer, CBLU, Bhiwani.
7. In-Charge(Library), CBLU, Bhiwani.
8. In-charge, Computer Centre (for uploading University Website), CBLU, Bhiwani.
9. Dy. COE, Secrecy Branch, CBLU, Bhiwani.
10. Dy. COE, Result Branch, CBLU, Bhiwani.
11. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), CBLU, Bhiwani.
12. PA to Registrar (for kind information of the Registrar), CBLU, Bhiwani.
13. PRO, CBLU, Bhiwani (with a request to publish a press note for the above guidelines).

Encls: As above.

Controller of Examinations

Standard Operating Procedures (SOPs) for Online Descriptive Examinations

Pre Examination:

A candidate will ensure:

1. The availability of sufficient data pack/proper Internet connection in mobile/ personal computer/ laptop/ tab before the commencement of Examination.
2. The availability of the working video camera or web cam, microphone on their device. Students will be under Camera Surveillance of Invigilators during examinations.
3. To learn well before the date of first examination that how to scan the answer sheets and how to create a single pdf file of 20 MB.
4. The Joining of the virtual platform (Google Meet / Zoom etc.) at least 30 minutes before the start of examination.
5. That he/she received the correct question paper according to the date sheet for online examination through E-mail/WhatsApp Group or other Electronic mode at scheduled time.
6. That he/she write the answers on a lined A-4 size paper as per the specimen answers sheet available on University website/College **Annexure-II**.
7. **To fill the following details on the first page of the answer sheet after joining the virtual platform and attendance otherwise it will be treated as UMC.**

(i)   Univ. Roll No. (in figures):_____   in words _____

(ii)   Name of the student_____   (iii)   Class & Semester:_____

(iv)   Name of the Paper:_____   (v)   Question Paper ID_____

(vi)   Date of Examination:_____   (vii)   Subject Code_____

(viii)   Signature of the student _____   (ix)   Total No. of Pages written by candidate:_____

(x)   **Signature of Invigilator: (at the time of hard copy submission)**_____

8. To write Page No., Roll No., and code of the paper at the top of the answer sheet on the all subsequent pages of the answer sheet as shown in specimen answer sheet **Annexure-II.**

During Examination:

1. The candidate is required to show his/her Admit card and Photo ID on the camera to the invigilator/observer and also pronounce his/her Roll No in the Microphone. He/she is not allowed to switch off the camera and microphone during the examination otherwise it will be considered as malpractice.
2. The candidate is required to keep his/her mobile phone/personal computer/ laptop/ tab to be switched on and be ready to receive the WhatsApp call during the whole examination by the Invigilator.
3. If any candidate found to be involved in malpractice(s) during Camera Surveillance, then the examination of the candidate would be considered UMC.
4. The candidate is required to Download/Note Down the question paper received through E-mail/WhatsApp Group or other Electronic mode.
5. The candidate must ensure that no other person is present in the room where student is attempting the examination.

Post Examination:

1. At the end of examination, the candidate has to scan the all pages of answer sheet in the sequence and convert all the sheets into a single pdf file. Further, the candidate must ensure that the scan PDF should not be blurred before sending.

2. Candidate must ensure that the overall size of pdf file should not exceed 20 MB.

3. The candidate shall be required to complete all the process & send the soft copy of his/ her attempted answer sheet in PDF format through E-mail within 20 minutes of the scheduled end of examination on the email address from which the Question Paper received failing which the pdf file will not be accepted by the Colleges/ Departments/ Institutions.

4. **The candidate shall be required to submit the hard copy of their hand written answers sheet of each paper to the concerned Superintendent-in-Chief within 3 days from the date of his/ her last examination held.**

5. The candidate shall save the file with name as under: -

   Date of Examination - Roll No. - Session of Examination for example

   110322 - 370965 - M

   110322 - 370965 - E