

**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

Sub: Regarding conduction of Theory Examinations September 2020.

It is notified that the Competent Authority has approved the conduct of examinations of terminal semester /year and re-appear examinations of PG programs and Ph. D course work in **conventional mode**, On the recommendations of committee constituted in view of guidelines issued by UGC & Govt. of Haryana. The examinations shall be conducted in the month of September/ October 2020 and the following are the guidelines/instructions:

1. Students have to attempt any 4 questions out of total questions given in the Question paper irrespective of Units/Sections/Compulsory Question with the exception that in case of MA (English) – 4th Semester students have to attempt compulsory question and any 3 out of remaining questions available in the Question Paper.
2. The maximum time to attempt the question paper shall be 2 hours & 30 minutes. Examinations shall be conducted in two shifts namely 10.00 am to 12:30 pm & 01:30 pm to 04:00 pm.
3. All questions attempted by candidates shall be of equal weightage.
4. Maximum marks shall be the same as mentioned in Scheme of Examination.
5. Those students who shall not be able appear in these examinations shall be given a chance to appear in the Special Examinations which shall be conducted when the situation becomes normal. The Special Examinations shall be conducted as per scheme of examinations and it shall be treated as first attempt by the candidates. No examination fees shall be charged for Special Examination.
6. **All instructions issued by Govt. regarding COVID-19 shall be enforced by the Supdt.-in-Chief of the Examinations Centre (s). The guidelines for conduct of examinations issued by Ministry of Human Resource Development, Deptt. of Higher Education is attached at Annexure-I.**
7. One invigilator shall be appointed on 20 students and before submitting the answer scripts the invigilator should ensure that blank pages are struck off by the candidate and shall put a stamp bearing "Nothing Written Beyond This" at the end of written part.
8. After the examinations answer scripts shall be got evaluated by qualified teachers at the Department/ Institution. Chairperson/Director/Principal shall ensure that all answer scripts are evaluated and awards shall be uploaded within a week time of the

last examinations in the center. In case a course is offered by different department then the Chairperson of the department where examination was conducted shall issue the answer script of such course to the faculty of department which has offered the course with the consent of the concerned Chairperson.

9. No remuneration shall be paid to any person for conduct of these examinations and evaluation work of this examination.
10. Hostel facility shall be provided only for those examinees who reside beyond 80 km distance from the University at their own risk. Provided such candidates produce COVID-19 negative report tested within 72 hours of their arrival to hostel.
11. Separate examination centre shall be created to conduct PG Engineering, Course Work Engineering and M.Ed Programs. Examinations of rest of PG/PhD programs shall be conducted by respective departments as per past practice.
12. Students are advised to reach the examination center at least 40 minutes before the scheduled start of examinations for thermal scanning, sanitization etc.

Controller of Examinations

Endst No. DCRUST/Conduct/1542-1632

Dated: 01.09.2020

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

1. Dean (Colleges), Deenbandhu Chhotu Ram University of Sc. and Technology, Murthal
2. All Chairpersons of University Teaching Departments.
3. Director, Computer Centre 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. Deputy Registrar (Result), DCRUST, Murthal
9. In-charge, EDP Centre for further necessary action.
10. PRO, DCRUST, Murthal
11. Superintendent (Secrecy), DCRUST, Murthal
12. P.A. to VC/Registrar/CoE (for kind information of Vice-Chancellor/Registrar/Controller of Examinations)
13. CPA to CoE


Deputy Registrar (Exam)
for **Controller of Examinations**


01/9/2020

F. No. 16-16/2020-U1A
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Date the 6th July, 2020

OFFICE MEMORANDUM

Subject: Instructions for conduct of examination –regarding.

A large number of examinations of the Universities, IIT-JEE (Mains & Advance), NEET etc are scheduled to be held in the coming months. In order to ensure safety of the examinees, as also their academic interest, the following action may be taken.

1. Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 which have been again resolved today i.e. 06th July, 2020.
2. All examination may be conducted by 30th September, 2020.
3. Taking into consideration the academic interest of large number of students, MHA has agreed to the request of MHRD and granted exemption for the opening of educational institutions for the purpose of holding examinations/ evaluation work for Final Term Examinations of the Universities/ Institutions.
4. MHRD has formulated detailed SOP for conduct of examinations with precautions to be taken in view of COVID – 19 situation. This has been vetted by the Ministry of Health and Family Welfare. A copy of the same is enclosed to ensure safety of all.
5. Previous instructions regarding "Work From Home" sent vide letter dated 30.06.2020 will not apply to the officers, faculty and non-Teaching Staff who are involved in Examination/Evaluation/Admission work.

V. Sagar
-6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Encls: As above.

To

1. Prof. D. P. Singh, the Chairman, University Grants Commission, New Delhi.
2. Prof. Anil D. Sahasrabudhe, the Chairman, AICTE, New Delhi.
3. Shri Vineet Joshi, Director General, NTA, Noida, (UP).

Copy to: The Chief Secretaries/Secretary(Education) of States/UTs.

CC:

1. Shri Ajay Kumar Bhalla, Home Secretary, North Block, New Delhi.
2. Ms. Preeti-Sudan, Secretary, M/o Health and Family Welfare, Nirman Bhawan, New Delhi.
3. PS to HRM.

V. Sagar
-6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Guidelines for Conduct of Examinations

Background

Universities and other educational institutions across the country have been closed since 16th March, 2020, as one of the measures to contain the COVID-19 outbreak. In April, 2020, the University Grants Commission (UGC), has issued "*Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown*". In these guidelines it was proposed to hold the examination from July, 2020 onwards. The Guidelines provided various options for conduct of examinations to be decided finally by the University.

Presently, several universities have already conducted/planned the examinations in online/offline (pen & paper)/ blended (online + offline) mode.

Top ranking universities of the world have opted for the final exams to be done remotely. Like Princeton and MIT (USA); University of Cambridge, Imperial College of London (UK); University of Toronto and McMaster (Canada); University of Heidelberg (Germany); and University of Hong Kong have resorted to the online technology based mode of examinations. International universities like National University of Singapore, University of Adelaide of Australia, Oxford University for Final Semester have scheduled their exams in take home format. Alternative form of assessment like Open Book, Term Paper, Continuous Assessment, Presentations, Assignments, time-limited exams have been preferred as a substitute for exam in select countries of Asia and Europe.

Rationale

In order to safeguard the larger interests of students related to their academic and career progression, particularly those who are in their terminal semester/final year, the institutions are required to chart out a plan for conduct of examinations in online/offline (pen & paper)/ blended (online + offline) mode, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different region/ state and all other such factors, to deal with any sort of exigency. The performance in examinations brings in scholarships and awards and translates into better job placement. This would not only give them more confidence and satisfaction, but also ensure merit and lifelong credibility.

Some Concerns

The higher educational institutions should address the following concerns:

1. The implementation of instructions and directives regarding safety and health issues by the central and state government departments.
2. Uncertainty among students regarding modes of teaching learning, completion of courses, examinations, evaluation, declaration of result, academic calendar, admissions, opening of institutions, etc.

3. Anxiety and stress developed during lockdown period and fear of COVID-19 after opening of campuses.
4. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, mask wearing, hand washing etc.
5. Preparation for risk assessment and subsequent actions which varies - whether the institution is fully residential, partially residential or non-residential. The higher risk and bigger challenge is faced by non-residential institutions where the students will leave daily and come back next day.
6. Besides students, the risk of serious illness due to COVID-19 is faced by the faculty, counsellors, and other technical and non-teaching staff who face the students regularly.

Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
 - d. Exam functionary needs to wear the mask and gloves at all time
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. **Sample seating plan is annexed.**
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.

30. At the end of the day-

- a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall :
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority
31. Maintain record of all exam functionaries

- a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
- b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty