

**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**

**Guidelines Regarding Conduct of Offline (Conventional Mode) & Online Proctored  
& Monitored Examinations June 2021**

University is conducting the June 2021 theory examinations of following programs/ semesters in both modes i.e. Offline (Conventional Mode) and Online Proctored and Monitored Mode:

Sr. No.	Name of Program	Main Exam	Re-appear Exam
1.	B. Tech./BID/BHM	8 <sup>th</sup> Sem.	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Sem. (Except BHM 4 <sup>th</sup> Sem.)
	BBA/BCA	6 <sup>th</sup> sem.	2 <sup>nd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Sem.
	B. Arch.	10 <sup>th</sup> Sem.	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup> Sem.
2.	All Dual Degree	6 <sup>th</sup> & 10 <sup>th</sup> Sem.	5 <sup>th</sup> , 6 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup> Sem.
3.	M. Tech.	-----	3 <sup>rd</sup> Sem.
	M.Sc./M.Plan/M. Arch./MBA/MHA/M.A./M.Tech.-MCRM MCA	4 <sup>th</sup> Sem. -----	3 <sup>rd</sup> , 4 <sup>th</sup> Sem. 5 <sup>th</sup> Sem.

**General Instructions for both Online & Offline Modes**

- 1 The Examinations of final and pre final semester shall be commencing w.e.f. 18.06.2021. The decision regarding conduct of examinations of other semesters shall be taken in due course of time. University shall not be responsible for any lack of time of examinee due to any reason.
- 2 Those students who are presently on roll in the University Teaching Department/ Institution and want to opt online mode of examination shall intimate the Chairperson/Director/Principal upto 11.06.2021, they can collect the answer books and other packing material from their respective University Teaching Department/ Institution on 15.06.2021 and 16.06.2021. **(For final year only)**
- 3 Those students who are not presently on roll in the University Teaching Department/ Institution they can opt their mode of examination upto 11.06.2021 while filling the re-appear form through their login portal, they can collect the answer books and other packing material from the Conduct Branch of the University on 15.06.2021 and 16.06.2021. **(For final year only)**
- 4 Before submitting the option, the students should ensure that in case of Online Proctored and Monitored Mode, it shall be responsibility of the candidate to have smart phone/ laptop/ desktop, uninterrupted internet connectivity of good band width, uninterrupted power backup and working web camera etc. In case none of



- the option is received from any candidate than he/she has to appear in offline mode.
- 5 In case a student is unable to collect the answer books and other material from the University Teaching Department/ Institution/ Conduct Branch their representative (alongwith authority letter and valid ID proof) can collect the same from the respective venue.
  - 6 Change in option once exercised by the candidate regarding online or offline mode is not allowed.
  - 7 Students have to attempt any 4 questions out of total questions given in the Question Paper irrespective of Units/Sections/Compulsory Question. 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 – 12:30 PM & 01:30 PM – 04:00 PM. In case of M.A. English 4<sup>th</sup> semester, candidate has to attempt the compulsory question and any 3 questions out of rest of the questions and in case of B. Arch. where total numbers of questions are 5 or 3 then the candidate has to attempt any 2 or 1 question respectively. All questions attempted by candidates shall be of equal weightage.
  - 8 Maximum marks shall be the same as mentioned in Scheme of Examination or mentioned on the Question Paper.
  - 9 For the examinations of Design Courses of Civil Engineering students are allowed to use Code (s) published by Bureau of Indian Standards or Indian Road Congress during examinations. The invigilator will ask the students to show the front page and some pages inside the Codes documents before start of examination and during the examination.
  - 10 For the examination of Design Courses of Mechanical Engineering students are allowed to use the following original Design Data Book during examinations. The invigilator will ask the students to show the front page and some pages inside the Design Data Book before start of examination and during the examination:
    - i) P S G Nag – Machine Design Data Book
    - ii) I K International – Machine Design Data Book
  - 11 Examinations of all drawing based subjects of B. Arch. i.e. Building Construction and Materials, Graphics & Architectural Drawing shall be conducted in the form of portfolio examinations. This relaxation is granted keeping in view the limitations w.r.t. scanning & uploading of drawing sheets on portal. This option will be applicable only for those candidates who opt for online mode of such courses.
  - 12 In case of online exam, candidate(s) must ensure that their computer system should be compatible with mathematical & scientific symbols including

mathematical equations. The University shall not be responsible in case special scientific symbol and mathematical equations are not displayed on the computer system of the candidate(s).

- 13 In case of loss of Answer Book/Script or tampering of Answer Book/Script the action shall be taken as per existing rules.
- 14 All instructions issued by Government regarding COVID-19 shall be enforced by the Supdt-in-Chief of the Examination Centre (s).
- 15 The candidate shall start attempting the question paper only after direction from the invigilator and candidate has to set the web camera, screen of equipment and volume of microphone as per instructions of invigilator and after that there shall be full surveillance till the end of examination.
- 16 Examination portal / link for online examination shall be active only for the time specified in the date sheet of examination. After that the portal / link will be inactive.
- 17 On the day of examination the examinee shall start a meeting with the invigilator 15 minutes before the scheduled start of examination. The link of the meeting shall be sent to the candidate well before the scheduled start of each examination. During these 15 minutes the student shall open the seals of blank answer book and will note down/download the question paper. All this is to be done in front of web camera and with the permission and satisfaction of the invigilator. The candidate will show each blank page to the invigilator before start of writing on it.
- 18 During the entire examination the student shall keep the web camera and microphone in "on mode" and no other person is allowed in the room where the candidate is sitting to write the answers. The candidate is not allowed to take help of any study material.
- 19 With each sealed answer book University shall provide a specially designed Green sticker with message "Nothing Written Beyond This" and an envelope along with a specially designed Silver colour sticker for the purpose of packing.
- 20 After completion of the writing work or 150 minutes whichever is earlier, the candidate shall put the Green sticker bearing message "Nothing Written Beyond This" on the page of answer script where he/she has stopped writing. Below the sticker the candidate shall put his/her full signature with date and will strike off rest of blank pages, if any, in the answer book. Thereafter the candidate shall put the answer script in the envelope and shall seal it and will put the Silver colour sticker on the tape. A video is available on the website and youtube explaining the whole procedure.



- 21 In case of online examination total duration of examination shall not exceed 3 hours including opening of answer book, display of blank pages of answer book to invigilator, noting down/download of question paper, writing of answers, striking of blank pages, putting stickers and packing of written answer book. All these operations shall be recorded and candidate shall follow the instructions of invigilator during the entire duration failing which invigilator can take appropriate action.
- 22 Student who opted online mode of examination, he/she shall submit the answer scripts within 3 days of their last examination at the venue from where they have collected the answer books.
- 23 The ratio of Proctor to Students shall be 1:15 in case of online examination and Automated Face Recognition delay shall be only 10 seconds. All unrecognized faces, after two warnings, will lead to UMC.
- 24 University UMC rules shall be applicable to Online examination also. If any malpractice is noticed by the invigilator during the complete online exercise then the candidate shall be put under Unfair Means Category (UMC) and action shall be taken as per UMC Rules.
- 25 Uninterrupted Internet connectivity & Power backup during the entire examination shall be the responsibility of the candidate on the side of candidate and University/Institution shall be responsible on the side of invigilation. If candidate move away from the camera or switch off the camera or microphone during the examination then either his/her examination shall be cancelled or it shall be treated UMC. The decision in this regard on the day of examination shall be taken by invigilator/ Superintendent/ Observer.
- 26 In case of UMC the candidate shall seal the answer script for further delivery to the University. The final decision regarding punishment of such cases shall be taken by UMC Standing Committee(s).
- 27 Candidate having multiple login from their authorized login portal during online examination shall be put under UMC category.
- 28 After the examinations, answer scripts shall be got evaluated by qualified teachers appointed by the Supt-in-Chief. Director/Principal/Chairperson shall ensure that all answer scripts are evaluated and awards are uploaded within a week time of the last examination 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.

- 29 On random basis Office of Controller of Examinations may get the evaluated answer scripts scrutinized by experts, in case any irregularity is found in evaluation then re-evaluation can be ordered by CoE to maintain the sanctity in evaluation.
- 30 One invigilator shall be appointed on 20 students in offline mode of examination 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.
- 31 Remuneration shall be paid as per University rules.


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

**Endst No. DCRUST/Conduct/878-937**

**Dated: 03.06.2021**

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

1. All Deans, DCRUST, Murthal
2. All Chairpersons, UTD, DCRUST, Murthal
3. All Directors/Principals, Affiliated Institutions (Tech., Arch., Mgt., Sci. & Arts ) to DCRUST, Murthal
4. Director, Computer Centre with the request to upload this notice on the university website.
5. Assistant Registrar (Secrecy), DCRUST, Murthal
6. Superintendent (Result), 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**

03-06-2021