

**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-7**

**Guidelines Regarding Conduct of Offline and Online August 2021 Examinations**

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

- 1 Both offline and online mode of examinations are permitted.
- 2 In case of online exam, students shall submit the answer scripts to the examination centers, mentioned on their admit card, personally or through their representative within 5 days of their last examination. In case any students send the answer scripts by post then the parcel should reach in respective Department/Institution within 10 days of their last examination. However, in case of loss of answer scripts during postal process the university/institution shall not be responsible.
- 3 The Supdt-in-Chief shall appoint the qualified persons to evaluate the answer scripts after the examinations and all awards should be uploaded within 20 days of the last examination. Priority be given to upload the awards of final year students. In case of inter disciplinary courses the chairpersons of departments shall coordinate to appoint the evaluators. In case of any difficulty in this regard an email be sent to Conduct Branch.
- 4 Center Supdts shall ensure the uploading of attendance of students on daily basis and attendance be uploaded very carefully for both modes of examinations. It is pertinent to mention that packets for evaluation are prepared automatically on the basis of attendance uploaded from examination centers.
- 5 It is of utmost importance that Center Supdt visit their portal and email on regular basis for any update. The strength of students displayed on login portal of center supdt is dynamic and it changes with addition or deletion of any student or any course or any change in date sheet.
- 6 In case a student is put under UMC Category then the reason for UMC be explicitly mentioned by the official failing which no action shall be taken against the examinee.
- 7 Soft copy of Question papers shall be made available on email of Center Supdt. and login portal of those students who have opted for online mode whereas hard copies shall be issued to examination centers.
- 8 After the examination on each day the Centre Supdt. shall e-mail a scanned copy of memo on the e-mail ID exam.memo@dcrustm.org.
- 9 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: Email ID of Centre Supdt., Email of CoE (coe.exam@dcrustm.org) and Conduct Branch (conduct.exam@dcrustm.org). In addition one email Id of observer shall be added by invigilator as per the following list for respective examination centre:  
Exam Centre No. 01, 02, 06, 36 – [observer1@dcrustm.org](mailto:observer1@dcrustm.org),  
Exam Centre No. 04, 05, 08, 35 – [observer2@dcrustm.org](mailto:observer2@dcrustm.org),  
Exam Centre No. 03, 07, 09 – [observer3@dcrustm.org](mailto:observer3@dcrustm.org),  
Exam Centre No. 11, 12, 13 – [observer4@dcrustm.org](mailto:observer4@dcrustm.org),  
Exam Centre No. 18, 20 – [observer5@dcrustm.org](mailto:observer5@dcrustm.org),  
Exam Centre No. 15, 29, 32 – [observer6@dcrustm.org](mailto:observer6@dcrustm.org),  
Exam Centre No. 19, 21 – [observer7@dcrustm.org](mailto:observer7@dcrustm.org),  
Exam Centre No. 16, 17 – [observer8@dcrustm.org](mailto:observer8@dcrustm.org),



- 10 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, 1<sup>st</sup> name of invigilator. For example EC92\_03082021\_M\_Ajay.mp4 is the file name of Exam Centre 92, on date 03.08.2021, Morning Session and Ajay is first name of invigilator.
- 11 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 stop/pause the recording during the entire examinations.
- 12 Invigilator shall e-mail the link of shared video with file name as mentioned in point 10 to [conduct.exam@dcrustm.org](mailto:conduct.exam@dcrustm.org). The invigilator should not delete the video file of recording from his/her shared drive at least 12 months.
- 13 Invigilator shall put the Serial No. of Answer Book in attendance chart while updating the attendance sheet.
- 14 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.
- 15 Maximum marks shall be the same as mentioned in Scheme of Examination or mentioned on the Question Paper.
- 16 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 Code document before start of examination and during the examination.
- 17 For the examinations 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 examinations:
  - i) P S Nag – Machine Design Data Book
  - ii) I K International – Machine Design Data Book
- 18 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.
- 19 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).
- 20 In case of loss of Answer Book/Script or tampering of Answer Book/Script the action shall be taken as per existing rules.
- 21 All instructions issued by Government regarding COVID-19 shall be enforced by the Supdt-in-Chief of the Examination Centre(s).
- 22 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.
- 23 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.
- 24 On the day of online 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.
- 25 During the entire online 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.
- 26 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 of answer scripts of online examination.
- 27 In case of online mode of exam, 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.
- 28 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.
- 29 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.
- 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 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.
- 32 Candidate having multiple login from their authorized login portal during online examination shall be put under UMC category.
- 33 Uninterrupted Internet connectivity & Power backup during the entire online 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.
- 34 In case of UMC in online mode 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).
- 35 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.

- 36 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.
- 37 **All Chairpersons, UTD, DCRUST, Murthal and Directors/Principals of Affiliated Institutions/Colleges shall ensure the compliance of Appendix-A and Annexure-1 available under the tab Date Sheet of Examination Website [www.dcrustedp.ac.in](http://www.dcrustedp.ac.in).**
- 38 Remuneration shall be paid as per University rules.

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

**Endst No. DCRUST/Conduct/3223-3272**

**Dated: 29.07.2021**

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

1. Dean, Academic, DCRUST, Murthal
2. Dean, Colleges, DCRUST, Murthal
3. All Chairpersons, UTD, DCRUST, Murthal
4. All Directors/Principals, Affiliated Institutions (Tech., Arch., Mgt., Sci. & Arts) to DCRUST, Murthal
5. Head, Computer Centre with the request to upload this notice on the university website.
6. Assistant Registrar (Secrecy), DCRUST, Murthal
7. Superintendent (Result), DCRUST, Murthal
8. In-charge, EDP Centre, DCRUST, Murthal for further necessary action.
9. Public Relation Officer, DCRUST, Murthal
10. P.A. to VC/Registrar/CoE (for kind information of Hon'ble Vice-Chancellor/ Registrar/ Controller of Examinations)
11. CPA to CoE

  
**Assistant Registrar (Conduct)**  
**for Controller of Examinations**

