CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Dear Students,

As you are aware the pandemic of COVID-19 is affecting the whole Nation and World badly. Keeping in view your specific request, present situation and on the basis of your undertaking, the University is going to conduct the online examinations only for B.Tech./M.Tech. (odd semester) May/June-2021 with the following instructions/guidelines and you are expected to strictly follow these instructions/guidelines during the exam. The University assumes that you have gone through and understood these guidelines/instructions for online examination before appearing in the said examinations.

Sd/-

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS/GUIDELINES FOR ONLINE EXAMINATIONS

STEPS TO BE FOLLOWED BEFORE EXAMINATIONS:

1. You must prepare your working area in a private location preferably at home with a clean desk area.
2. You should remove unauthorized materials like books, papers etc. around you.
3. You should ensure nobody (family members, friends, teachers etc.) is around you while appearing in exams.
4. You must check your mobile/laptop/PC's (webcam, microphone, internet connection etc.) that all are working properly.
5. You should make yourself ready for examinations 30 minutes before the start of examinations as scheduled.

STEPS TO BE FOLLOWED TO JOIN THE LIVE EXAM:

1. The examination timing will be from 10:00 AM to 1:00 PM.
2. You are advised to login the given link at 9:15 AM sharp and carry your valid college identity card or any other identity proof with you to establish your identity for the examinations.
3. Read the instructions/guidelines of University carefully as available on University Website before exam.
4. Click on the exam link which will be provided by the University at your given email/ WhatsApp number as per schedule.
5. Particular question paper will be available before 15 minutes on scheduled date**. You are advised to note down the complete question paper on a separate sheet before answering in order to avoid inconveniences.**
6. Please verify your Roll No., PRN No., Class and Semester etc. before attempting the questions.
7. In case of any query you should contact to Asstt. Coordinator/Nodal Officer or Supervisory staff on duty of your College.

8. If you fail to log in for examination within the prescribed time you will not be allowed to appear in examination in any circumstances.

STEPS TO BE FOLLOWED DURING EXAMINATIONS:

1. You must display your blank answer sheet (all pages) to the Assistant Superintendent on duty on camera before start or writing the paper.
2. You must start/stop writing your paper only when asked by the supervisory staff.
3. You must complete your exam within prescribed time. No extra time will be given.
4. You must only use the answer sheets provided by the University for the examinations.
5. You must place your web camera preferably at left side (*Left handed student must place their phone at their right side*) so that your face and writing hand/Answer Sheet could be visible.
6. You must ensure that during examination no other person should be present near you and you must not use any electronic devices (Bluetooth, smart watches, tablet, pen drive etc.) The Supervisory Staff may ask to rotate your camera at 360^0 around your desk at any point of time during the exam.
7. You will not be allowed to leave your position in front of camera during examinations. Any unauthorized movement or doubtful activity may constitute an Unfair Means Case (UMC) against you.

STEPS FOR UPLOADING/SUBMISSION OF ANSWER SHEETS:

1. You must show your used answer sheet (all pages) before scanning to the supervisory staff on camera after the end of exam.
2. You must scan your Answer Sheet into PDF format in a single file with the title page having Roll number and other details. Please DO NOT mention your Name, Roll No. or any sign except at specified page in the answer sheet.
3. You must upload your PDF file within the given additional 45 minutes (1:00 PM to 1:45 PM) allocated at the end of examination. The link will be disabled at 2.00 PM.
4. It is your sole responsibility to make sure that each upload is clear and legible.
5. If in any case you have not uploaded your answer sheet, then hard copy of your answer sheet will not be evaluated and you will be shown as **ABSENT** in the result declared by the University.
6. During the complete examination process, you must maintain the examination Rules & Regulations. Otherwise, you will be reported under examination rule for violation of Rules and an UMC case will be registered against you.
7. After uploading the answer sheet the hard copy must be dispatched through **SPEED POST** to the specified Nodal Officer of your college.
8. In case any problem related to exams arises, you may contact to Asstt. Coordinator/Nodal Officer of concerned college OR through email on **onlineexam@cdlu.ac.in**