Guru Nanak Dev University, Amritsar

Standard Operating Procedure
for Even Semester/Annual/Additional/Deficient subject
Online Examinations July 2021

Instructions for the College Principals

1. The college will prepare a list of registered email id's of Regular/Private/ Reappear students and will send test emails on their email id's by sending a sample copy of instructions to the students atleast four days before the exam and ask for acknowledgement of the email from these students. In case of no response from the students, the concerned college will call the student to resolve the issue. In the test emails, the college will also send a sample of the answer sheet (as attached) to familiarize the students about the format of the answer sheet.

2. The colleges in which private centres are created will also send the question paper to their alloted private/reappear candidates. The cutlist (pasting) of these private candidates along with email id and mobile number of the private/reappear candidates will be available on the respective college portal.

3. The university will prepare the date-sheet of the theory exams and will upload it on the university website. The theory examinations will commence from July 17, 2021 in two sessions. The practical examinations to be conducted through online viva-voce/presentation mode by the college before the theory examinations.

4. The Deputy Registrar of conduct branch will send the question paper 45 minutes before the start of examination. The candidates will attempt any four questions out of the eight and the time for attempting the question paper will be of 2 hours (except for B.Ed. courses where the timings for some papers are of one and a half hour).

5. The Principal of the college will send the question papers 15 minutes before the start of the exam to the students as per date-sheet, The principals of the colleges must ensure that the correct questions paper is sent to the candidates.

6. At the end of the exam, the students will be given 30 minutes to send the scanned/camscanned copies of their answer sheets on the official email id of the college as a single pdf file. This whole process from start to end will be of 2 hours and 45 minutes (2 hours and 15 minutes where the question paper is of one and a half hour).

7. The college has to check the quality of answer sheets sent by the candidate and can demand the another copy from the student, in case of any issue regarding ineligibility. However the answer sheets may not be printed for evaluation purpose but the digital record of the answer sheet must be maintained.

8. The answer sheets must be evaluated by approved subject experts of the college in the college premises. In case the subject experts are not available in the college, the University must be informed in time so that the alternative arrangement for evaluation is made.

9. The award lists must be uploaded by the college within ten days after the examinations.

10. The college will mention the time of the email (with single pdf file of the answer sheet) received of each candidate.

11. The college will appoint two or three invigilators according to the strength of the class and prepare the whatsapp group(to address the grievances of) of these students.

*** The above mentioned Instructions will be applicable for B.Ed. Semester-1 December 2020 candidates also.**

Note: Visually impaired or disabled students will be given 40 minutes extra and are allowed to have assistance from scribe/writer as per university rules. No permission is required for the same from university.

Prof. Incharge(Examinations)

Copy to:

1. Dean, College Development Council.
2. Director, Open Distance Learning Department, Gndu.
3. OSDs of Constituent Colleges/University Colleges.
4. All Principals Affiliated Colleges/Associate Institutes

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Online Examinations July 2021

Instructions for Students

1. The candidates (regular/private) must respond/acknowledge to the test email sent by the college before the examination. In case of any failure, they have to consult their college for solving the problem. The private candidates must register their email id and mobile number with the principal of the allotted examination centre mentioned in their hall ticket.

2. The question paper will be sent to the candidates on their email id's (as given to the college) 15 minutes before the exam.

3. The candidates will attempt the questions only on single side of A4 size sheets and number them in serial order 1,2,3.... The total number of numbered pages shall not exceed 20. The candidates must put signatures on title page and write his/her roll no./subject/subject code/Name of the college on title page of the answer sheet (as per the format attached). The candidates should not write anything at the back of title page.

4. The Principal of the college will send the question paper 15 minutes before the start of the exam to the candidates in their registered email id. The candidates will attempt any four questions out of eight and the time to attempt the question paper will be 2 hours (except for B.Ed. courses where the timings for some papers are of one and a half hour).

5. At the end of the exam, the students will be given 30 minutes to send the scanned/camscanned copies or images/photos of their answer sheets (in readable form) in the serial order along with the title page on the official email id of the college in single pdf file.

6. The whole process from start to end will be of 2 hours and 45 minutes (2 hours and 15 minutes where the question paper is of one and a half hour).

7. In case of any issues related to above points (1-6) the student may call the invigilator or send the message on the whatsapp group prepared by the college.

8. The candidate must attempt the question paper in blue ball point pen and in his/her own handwriting.

9. Student will mention the number of sheets uploaded in the email.

10. Student will keep hard copy of the answer sheets safely in their custody and provide the same to the University, if demanded.

Note: Visually impaired or disabled students will be given 40 minutes extra and are allowed to have assistance from scribe/writer as per university rules. No permission is required for the same from university.

Prof. Incharge(Examinations)

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GURU NANAK DEV UNIVERSITY

AMRITSAR

SECTION-A

(TO BE FILLED BY THE STUDENT)

Exam Code : _____

Subject Code : _____

Subject : _____

Date of Exam : _____

Tick (✓) below session whichever is applicable

(1) 09:00 AM - 11:00 AM ____

(2) 01:00 PM - 03:00 PM ____

Number of A-4 Sheets attached: ____
(excluding the title page)

Roll No (in figure) : _____

Roll No (in words) : _____

_____

Student's Name : _____

Class : _____

Student's Registered email : _____

College Name : _____

Student's Signature : _____

SECTION-B

(For Examiners only)

Marks Awarded	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**Total**
Grand Total (In figures)									
(in words)									

TOTAL IN FIGURES		TOTAL IN WORDS	

EXAMINER ID		CHECKING ASSISTANT ID	
EXAMINER NAME		CHECKING ASSISTANT NAME	
EXAMINER's SIGNATURE		CHECKING ASSISTANT SIGNATURE	

NOTE:

1 USE ONLY A4 SIZE PAPER.

2 USE NOT MORE THAN 20 PAGES EXCLUDING TITLE PAGE.

3 TITLE PAGE MUST BE ATTACHED AS FIRST PAGE ALONG WITH 20 PAGES.

4 PAGE NUMBERS MUST BE WRITTEN ON EVERY PAGE EXCLUDING TITLE PAGE.

5 ALL PAGES MUST BE SCANNED/PHOTOGRAPHED AND COMBINED IN A SINGLE PDF FILE.

[1]