



NAGALAND UNIVERSITY

(A Central University Estd. by the Act of Parliament No. 35 of 1989)

HEADQUARTERS - LUMAMI

GUIDELINES FOR ONLINE EXAMINATIONS UNDER GRADUATE (UG) 2020

1. Mode of exams:

- 1.1. Subject to approval/ ratification by the Academic Council, the University will conduct online examinations for the 6th semester (Final) and 5th semester (supplementary) Examinations, 2020 as per the schedule notified by the examination section. The same is necessitated due to the COVID-19 pandemic in India and due to rapid spread of virus in the state of Nagaland as well.
- 1.2. The colleges shall collect the list of all eligible students appearing for the online exams along with their address, phone number (preferably WhatsApp No.), email address (only Gmail), location to appear exams, nearest district administration (DC/ADC/SDO/EAC) office having NIC/Community Information Centre/Community Service Centre etc. This is to facilitate the students who do not have access to internet facilities especially in far flung areas.
- 1.3. All principals of affiliated colleges to nominate a Faculty/Teacher (preferably well versed with internet) as Online Exam Coordinator. The Coordinator will be responsible for the smooth conduct of the online exams and shall be the point of contact for teachers/evaluators, students, and examination section. The Coordinator will be paid remuneration as deemed fit.

2. Question paper

- 2.1 Question papers already printed and ready for dispatch shall be used during forthcoming examination. E-copy of question papers shall be released online to the colleges. Colleges shall submit contact details like email/Phone no. (preferably Whatsapp no.) to University for receiving the e-copy of the question papers. The date and time of release shall be intimated to the colleges.
- 2.2 Colleges shall ensure that question papers are delivered online to their students using email/Smartphone Apps on the appointed date and time as per the routine notified by the university.
- 2.3 Colleges shall exercise utmost care so as not to release question papers in advance. In the event any leakage of question paper is reported, penalty shall be imposed on the college concerned by cancelling the particular paper.
- 2.4 Colleges are well-advised to tie up with the O/o Deputy Commissioner/NIC/Community Information Centre/Community Service Centre etc. to help students residing in areas with poor

internet connectivity. Such students may be advised to download question papers as well as upload the answer scripts from the aforementioned offices.

3. Answer script

3.1. University shall permit use of any available plain paper to write answers instead of the regular answer scripts in view of students being away from their respective colleges due to lockdown.

3.2. Students shall be required to scan their completed answer scripts using conventional scanners or smartphone scanner apps. Scan copy of a particular paper should be in one PDF file instead of multiple single PDF files.

3.3. Students shall be required to write their **Roll Number, Registration Number, Paper Name and Code** on the first page of answer script with their **signature**. Alternatively, the soft copy of the Admit card issued to each student by the college with the student's signature may also be considered as the first page of the answer script. Students shall quote their **Roll/Reg. Number** in all the other pages of the answer script compulsorily.

3.4. Scan copy of answer script shall be submitted to their respective colleges/respective paper evaluator in online mode through email, Whatsapp, Google classroom app etc. The answer script be converted to a single PDF file and save it with the students Roll number e.g. 057/2019.pdf.

3.5. The time slot for all examinations is 3+2 hours (3 hours for the actual exam and 2 hours for downloading question papers and uploading of answer scripts).

3.6. The hardcopy of the answer scripts shall be retained by the students and subsequently submit physically to the college whenever situation permits. The hardcopy shall be referred by the University if any anomalies are detected at a later stage.

4. Evaluation

4.1. As approved by the Academic Council, evaluation of forthcoming 6th semester (Final) and 5th semester (supplementary) examinations shall be done internally by the respective colleges.

4.2. Colleges may instruct their respective teachers to evaluate the performance of the students by evaluating either the soft copies of answer scripts uploaded by the examinees or the printed hard copies of the uploaded answer scripts. Teachers may also use Google classroom app to evaluate if they have familiarity with the app. The evaluated answer scripts in either case must be properly documented and kept in the custody of the Principal to be forwarded to the University, if required.

4.3. The scan copy in PDF format of markbook with signature of evaluator, scrutinizer and chief examiner shall be submitted online to the University. The University shall prepare the results as per the markbook submitted by the colleges. The University contact person for submission shall be intimated to the colleges.

4.4. Request for **re-evaluations** of papers for the upcoming examinations for both 6th semester and 5th semester (Supplementary) examinations will not be entertained whatsoever.

5. Attendance Sheet

5.1. In view of online examinations, the attendance sheet shall not be required to be signed by the students. However, colleges shall submit attendance sheet paper wise and date wise duly certified by the principal.

5.2. The attendance sheet so prepared shall be verified with the answer scripts if need arises.

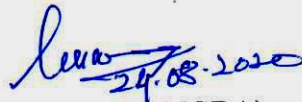
6. Mock Test

6.1. To familiarise and get acquainted with the system of online exams by the Examiner and Examinee **MOCK TEST** may be conducted by the respective colleges at least 5 days before the start of the actual exams.

7. Notwithstanding the above guidelines regarding conduct of examination all concerned are requested to ensure that they are prepared in all respects to carry out the examinations following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/ UGC from time to time, in view of COVID-19.

8. The University, in this difficult time endeavors to conduct the examinations for the final year students as per calendar of UGC and declare the results in time as specified in the guidelines of UGC so that our students can pursue their further studies and/or achieve their career goals.

9. The above guidelines are advisory in nature and each college may chart out its own plan of action taking into consideration the issues pertaining to COVID-19 Pandemic. The colleges may adopt their own modalities for the conduct of online exams for their students.


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Controller of Examinations