



Ref. No. SVSU/2021/Conduct/860

Date:06.07.2021

Guidelines for Online End Semester Examinations, July and August, 2021

The Conduct of Certificate/Diploma/ Advanced Diploma/ B. Voc/ PG Diploma Semester/ Year/ Re-appear End Semester Examinations to be held in July and August, 2021.

1. The examination will be conducted in blended mode.
2. The Examinations of all Programmes of end semester Examinations July, 2021 will start from 19.07.2021
3. The University will conduct Regular & Re-appear exam of all Certificate/Diploma/ Advanced Diploma/ B. Voc/ PG Diploma Semester/ Year.
4. The practical and OJT examinations will be conducted internally by all the concerned Dean/IC through online mode (i.e. Virtual presentation/ Viva-Voce).
5. The Roll No. of the students will be uploaded on the University website svsu.ac.in. The concerned students will be able to download the same after getting No Objection Certificate/No Dues from the concerned Department. The Dean Academics will provide the list of students who have cleared their dues to all the Deans.

If any student's Roll Nos./Name is not available in the list, in that case he/she can contact the conduct branch through E-Mail.

6. The question papers as per exam commencement time of the datesheet will be uploaded on the University Website www.svsu.ac.in and it would also be sent to the Dean/IC through E-Mail. The Dean/ IC will send the question paper to the Program Coordinator and Program Coordinator will send the Question paper to the Students through different electronic modes.
7. The candidate will be required to attempt 50% Question by choosing any questions.

However, the student shall ensure that he/she has attempted answer carrying 50% of maximum marks. The time allotted will be 3 hours for examinations including time of downloading of question paper to emailing of answer books to the concerned Dean/ IC.

8. The candidate will download/note down the question paper & will solve the question paper from their remote location on A-4 size paper in his/her own handwriting (as per specimen available on University Website) and maximum page limit would be 20 (Twenty). The students will attempt questions Serial No. wise and will mark Page No. on the Answer-Book. On the first page of the Answer-Book, he/she will fill the following details: -

- i) Univ. Roll No. (in figures) _____ in words _____
ii) Name of the student _____ iii) Class/Semester _____
iv) Name of the Paper: _____ v) Code of Paper: _____
vi) Total No. of Pages written by candidate: ____vii) Date of Exam _____
viii) Sign. of the Student: _____

The candidate will write the above information and Roll No, Paper Code and Page No. at each page of the sheet used. He/she will be required to complete all the process & send the soft copy of his/her answer book in PDF format through E-Mail to the concerned Department within the specified period i.e. 3 hours from commencement of examination.

9. In case any student does not have mobile phones or facing network problem etc. in that case he/she can seek help from his/her parent Department regarding availability of question paper as well as deposit of hard copy of answer-book.
10. If the examination in two subjects opted by a candidate falls on the same date, then the candidate will be required to attempt both the question papers on the same date within the prescribed time-period.
11. The candidate will not write his Mobile No. etc. except the particulars at point No. 8 otherwise Unfair Means Case will be made.
12. While attempting the paper the candidate will use blue/black ball pen only.

Before attempting the paper, the candidate will ensure that he/she has downloaded the correct question-paper. No complaint for attempting wrong question-paper by the candidate will be entertained later on.

13. A separate E-Mail ID for the examination for receipt of Answer-Books will be created by the Dean/IC & they will also mention this E-Mail ID on their official website under intimation to the Secrecy Branch. A separate E-mail ID of all the teaching Departments will be got created by the Director/IC, IT Cell.

14. The Dean/ IC will ensure that the evaluation of the answer-books is done by distributing the same equally among the teachers. It will also be ensured that the work of evaluation will be got completed within 10 days from the conduct of last paper.

15. The Dean/ IC submit the soft copy of answer book after the submitting the award list.
16. The evaluator will award question-wise marks to the students & will deposit the record in Department & the marks of the candidates will be uploaded on the University portal accordingly. Hard copy of award list duly signed by the evaluator and countersigned by the Program Coordinator and Dean of the faculty will be submitted in the Secrecy Branch.
17. Candidates must ensure that he/she has put his/her signature on each page of the answer-sheet used by him/her. Answer-sheet without signature of the candidate will not be evaluated.
18. Keeping in view the financial situation arising particularly due to COVID-19, remuneration on account of all type of examination duties including question paper setting, conduct of exams & evaluation etc. of the ensuing examinations for the regular/reappear student may not be paid to the Staff as these examinations Will be conducted in working days and all the examination duties have been made mandatory by the Higher Education Department, Govt. of Haryana. The same will be applicable to SVSU staff.
19. The students who want to apply for re-evaluation will apply within prescribed time (within 15 days after the declaration of result).
20. The Dean/ IC while conducting the examinations will ensure that the SOPs issued by the SVSU.
21. Students are advised to make an arrangement of Laptop/Desktop/Smartphone/Android Phone with webcam along with internet connection and enough bandwidth and data pack.
22. Students should ensure that enough number of blank sheets (Plain/Lined) and pen is available with them before writing the examination.
23. No student is allowed to leave the seat in between the examination for any reason.
24. Students must ensure that no material is available nearby and no unfair mean is used in the examination.
25. Each student will be provided the SVSU domain email id by their respective program coordinators / Skill Faculty.
26. On receipt of email id, students are advised to login into the email and change the password after first login.
27. On the day of examination students are required to login into their email at least 30 minutes prior to the start of exam.
28. On the date of examination students are provided **Zoom/GoToMeeting id / Google Meet** by respective Department and are required to join the meeting 30 minutes before the start of exam.
29. The question paper of the exam will be received on their domain email id at the start of the exam.
30. Student are required to download the question paper from their email and start writing their exam at the scheduled time only.
31. In case question paper is not received or you are not able to download it, inform your program coordinator within 10 minutes, otherwise no request is entertained thereafter.

32. Student are required to sit in a separate room so that their back faces the wall and no one is allowed to enter into that room during the exam.
33. Students are required to switched on their webcam and remained on throughout the exam for proctoring. Students will be warned for two times, if the camera get off or there will be any kind of unfair observation, after that exam will be cancelled.
34. After completion of the exam students are required to scan their answer sheet in the order (sequence) using **ADOBE SCAN** or similar tools to create a single pdf and the same is to be uploaded within scheduled exam time.
35. Students must note that email of answer sheet received after the end of examination will not be considered.
36. Students should not leave the meeting unless the receipt of their answer sheet is not confirmed by the program coordinator.
37. Each sheet used by the students must be signed and have sequence number and details of the students on the top of the answer sheet. Answer sheets received without signature and prescribed details will not be evaluated.
38. Students are required to download the scanner tool well before the commencement of exam.
39. Program coordinators are required to be available on the meeting platform throughout the exam and ask students to remained switched on their webcam. In case of any unwanted observations are there the candidates will be warned by respective faculty/ coordinator. There will be only two warnings on third observation exam will be stand cancelled immediately
40. At the end of the examination each program coordinator will receive the PDF copy of the answer sheet and required to prepare an attendance sheet of each exam and the same must be communicated to their respective deans/in-charges along with the copy to the conduct branch of the examination Department.
41. Invigilators must ensure that no unfair mean is used by any of the students.
42. Students must carry all necessary stationary item like pen pencil, eraser, sharpener, Geometry Box Set with them before the commencement of exam.
43. **Mock Drill for all staff and students is scheduled** as follows.
44. **For July End Semester Examination, 2021 is on 14th July, 2021**
 Skill Faculty of Management Studies and Research --- 10:00 AM to 11:00 AM
 Skill Faculty of Engineering and Technology --- 12:00 Noon to 01:00 PM
 Skill Faculty of Applied Science & Humanities --- 02:00 PM to 03:00 PM
 Skill Faculty of Agriculture----- 04:00 PM to 05:00 PM
45. **For August End Semester Examination, 2021 is on 18th August, 2021**
 Skill Faculty of Management Studies and Research --- 10:00 AM to 11:00 AM
 Skill Faculty of Engineering and Technology --- 12:00 Noon to 01:00 PM
 Skill Faculty of Applied Science & Humanities --- 02:00 PM to 03:00 PM
 Skill Faculty of Agriculture----- 04:00 PM to 05:00 PM
 It is mandatory to attend the Mock Drill by all the concerned students and Faculties.
46. The cut-list of the eligible students will be uploaded on the university website.
47. Students and faculties are advised to visit the University websites regularly for further information and updates.
48. Any grievance related to the exam must be reported on the same day of the examination to the concerned Dean/In charges. thereafter no grievance will be entertained.
49. All necessary instructions regarding the attempt of questions will be given in the question papers itself.

50. The google has been designed and shared with the students to gather the necessary information is available on the university website and it is mandatory for all the concerned students to submit the form well in time with correct information.

Roll No. (in figures) _____ Code of Paper _____

Lined writing area with multiple horizontal lines for text.

Sign. of the Candidate

