



गुरु घासीदास विश्वविद्यालय
GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

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क्रमांक ...३.१./अकादमी/20

बिलासपुर, दिनांक- 20-07-20

कार्यालयीय ज्ञाप

विद्या परिषद् की स्थायी समिति की बैठक दिनांक 15.07.2020 में अध्यक्ष की अनुमति से अन्य विषय क्रमांक 02 के अधीन प्रस्तावित विषय "अंतिम सेमेस्टर की एटीकेटी परीक्षाओं एवं सेमेस्टर परीक्षाओं के लिए प्रस्तावित दिशा निर्देश" पर विचार किया गया एवं निम्नानुसार निर्णय लिए गए हैं-

"स्थायी समिति ने यह निर्णय लिया कि प्रस्तुत प्रस्ताव का अनुमोदन किया जाये तथापि अधिष्ठाताओं, परीक्षा नियंत्रक, उप-कुलसचिव (परीक्षा) एवं अधिष्ठाता छात्र कल्याण की परीक्षा एवं अकादमिक कार्य हेतु गठित समिति के द्वारा यदि आवश्यक संशोधन सुझाये जाते हैं तो उन्हें उक्त दिशा निर्देशों में शामिल कर लिया जाय"।

उपरोक्तानुसार निर्णय के प्रकाश में अंतिम सेमेस्टर की एटीकेटी परीक्षाओं एवं सेमेस्टर परीक्षाओं के लिए अनुमोदित दिशा निर्देश आवश्यक संशोधन सहित एतद द्वारा अधिसूचित किया जाता है। सर्व संबंधितों के सूचनार्थ एवं संबंधित कार्यालयों के द्वारा आवश्यक कार्यवाही सम्पादित किये जाने हेतु अनुमोदित दिशा निर्देश इस कार्यालयीय ज्ञाप के साथ संलग्न है।

आदेशानुसार

कुलसचिव (कार्यवाहक)

बिलासपुर, दिनांक- 20-07-20

पृ. क्र.१.०./अकादमी/20

प्रतिलिपि-

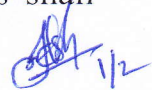
1. कुलपति के निज सहायक/सचिव की ओर कुलपतिजी के सूचनार्थ।
2. समस्त विभागाध्यक्ष, शैक्षणिक विभाग, गुरु घासीदास विश्वविद्यालय, बिलासपुर की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
3. समस्त अधिष्ठातागण, विद्यापीठे, गुरु घासीदास विश्वविद्यालय, बिलासपुर की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
4. अधिष्ठाता छात्र कल्याण, गुरु घासीदास विश्वविद्यालय, बिलासपुर की ओर सूचनार्थ।
5. परीक्षा नियंत्रक, गुरु घासीदास विश्वविद्यालय की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
6. उप कुलसचिव, परीक्षा शाखा, गुरु घासीदास विश्वविद्यालय को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
7. समन्वयक, आई टी प्रकोष्ठ को सूचनार्थ एवं वेबपटल पर जारी किये जाने की आवश्यक कार्यवाही हेतु।
8. कार्यालय प्रति।

सहायक कुलसचिव (अकादमी)

The Guidelines for Conducting Online Examinations for Terminal semester/year and ATKT Examination


The online examination will be conducted as per the following guidelines. This relaxation is given one time due to COVID-19 pandemic situation in accordance with UGC guidelines and further notifications issued by MHRD.

- The controller of Examination shall notify the Time Table at least fifteen days before the commencement of the examination.
- The students should fill in the examination form online. Then concerned Head will prepare a list of eligible students with their papers and send it to CoE office. The CoE office will approve the students and their papers. The Controller of Examination will send the final list of students to be appeared in the examination to the concerned Head.
- The subject faculty will prepare two sets of Question Paper in soft copy and it will be submitted to respective HoD before 7 days of commencing the exams. There will be uniform coverage of syllabus in question paper across all the units.
- The question paper will contain appropriate number of short answered questions; each question will carry 5 marks. The students should be given upto 30% choice in questions covering all units of the course.
- The overall control of conducting examination in a department shall be the responsibility of the Head of the Department and under the supervision of the Dean of the concerned School.
- The Head of the Department shall collect the email IDs of the students appearing for the examination in his/her department. The email IDs shall be provided to the concerned faculty members well in advance and ask them to create the email groups / WhatsApp /google doc, use any mode which is safer and more convenient (so that the question paper may be sent in one go).
- The Head of the Department shall select one of the two papers submitted by faculty and email the selected question paper on each day of the examination to the concerned faculty member before 15 minutes of the commencement of the Examination. The same shall be sent to the students as per scheduled time of the Examination through their email group / WhatsApp / google doc. In case the Question Paper is sent by email IDs use BCC option for sending the Question Paper to students.
- The Question paper shall be given to the students in the morning through email group / WhatsApp / google doc at 10.00 AM and students shall

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submit the answer sheets before 12 Noon, out of this 1.30 hours for attempting the exams and 30 minutes time to download the question paper and time for scanning and uploading the answer sheets and finally sending through email / WhatsApp / google doc or any platform as decided by HoD.

- The students shall be ready at least fifteen minutes before starting of the examination.
- After receiving the question paper from the concerned faculty member, the candidate shall fill in the details like Name, Roll No, Enrolment No, Semester, course name, course code and name of department & school at the top of the sheet being used for answering the questions. The **A4 size unruled sheets (maximum four sheets)** are to be used by students for answering the questions.
- After completion of the examination the student will scan/photograph the answer sheets and submit it through same email / WhatsApp / google doc or any platform as decided by HoD to the concerned faculty within the scheduled time.
- The answer scripts sent by the students shall be counted by the concerned faculty member and list of absentees shall be prepared and sent to the concerned Head of the department for further action.
- The concerned faculty member may take the printout of all the answer sheets along with students email page (attach this email page on the top of answer sheets) and evaluate the answer sheets of all the students within 7 days and submit the marks on the IUMS online platform. The faculty members will ensure that they share the award/marks list with students and after incorporating modification (it is part of review process), if any before sending the marks list to confidential section. The subject faculty will take the printout of marks list filled in IUMS and submit duly signed marks list along with evaluated answer sheets to the confidential section.
- The exam section shall declare the result within 7 days from the date of submission of marks to IUMS online platform.
- The tentative Date Sheet of online examinations is as follows:
ATKT Examination: 17 August to 25 August 2020
Terminal semester examinations: 10th September to 20 September 2020.
- The HoDs ensure that practical, theory and Viva-voce shall be conducted through online mode if required.
- The Project/Dissertation reports are to be sent to HoD and evaluated as per Ordinance. The soft copy shall be submitted through supervisors to HoD and evaluated by internal experts in an online mode.



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