



GURU NANAK DEV UNIVERSITY, AMRITSAR
(Established by the State Legislature Act No.21 of 1969)
Accredited at A++ Grade and Conferred "University with Potential for Excellence" status by UGC



Office of Controller of Examinations

No. 8875/GE
Date 14.1.22

Keeping in view the current COVID-19 situation in Punjab and restrictions imposed by the Government of Punjab vide its letter number 7/56/2020/2H4/1 dated 01.01.22, it is difficult to conduct the odd semester examinations (session 2021-22) in offline mode. Therefore, it has been decided by the university to conduct the odd semester theory and practical examinations (session 2021-22) of all the courses being run under Credit Based Evaluation and Grading System in on-line mode. All the Heads of the departments are requested to conduct the on-line examinations during 20.01.22 to 05.02.22. The examinations may be conducted in more than one session if need be and result be sent to examination branch by 15.02.22. The duration and other instructions for attempting the question papers will be as per the syllabus. The detailed SOP's are attached herewith.

Prof. Incharge(Examinations)

Copy to:

1. All Heads, Teaching Department, GNDU Campus, Amritsar.
2. Associate Dean, Guru Nanak Dev University Regional Campus, Ladhewali, Jalandhar.
3. Associate Dean, Guru Nanak Dev University Regional Campus, Gurdaspur.
4. Principal, Guru Nanak Dev University College, Jalandhar.
5. Principal, Amardeep Singh Shergill Memorial College, Mukandpur.

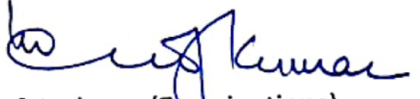
Guru Nanak Dev University, Amritsar
Standard Operating Procedure
for Odd semester Online Examinations January 2022

Instructions for the Departments

1. Official mail ids and passwords will be generated by the Head Department of Computer Engineering and Technology for all departments (for example: exam.departmentname@gndu.ac.in). It will be the responsibility of the concerned department to use these email ids for communication with students.
2. The department will maintain the list of all email id's of their 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 demand the acknowledgement from these students. In case of no response from the students, the concerned department will call the student to resolve the issue. In the test emails, the departments will also send a sample of of the answer sheet (as attached) to familiarize the students about the format of the answer sheet.
3. The department will prepare the date-sheets of their exams and inform all the students through email as well as upload the same on GNDU website. It is proposed to start the exams from January 20, 2022 for all the courses being run under Credit Based Evaluation and Grading System. All the examinations to conclude preferably by February 05, 2022. It is also pertinent to mention that the practical examinations are also to be held within the dates mentioned above. The practical examinations can be conducted through online viva-voce/presentation. The datesheet for examinations of ID courses will be released soon.
4. The department will send the question papers (including the question paper of ID subject after consulting the department that is offering the ID subject, if any). Head of the Department will send the question papers through his/her official email id (generated by the university for this specific purpose as mentioned at point number 1) in his/her presence.
5. The duration and other instructions for attempting the question papers will be as per the syllabus. The question paper will be divided into four sections and the candidate will be required to attempt atleast one question from each section and the fifth question can be attempted from any section. The HOD will send the question paper 15 minutes before the start of the exam to the students. At the end of the exam, the students will be given 30 minutes to make a single PDF file of all the pages (including the title page) of scanned/photographed copies and send it back on the specified department email ID. This whole process from start to end will be of 3 hours and 45 minutes. No answer sheets are to be downloaded after the stipulated time has expired.
6. The department will mention the time of email received of each student along with the answer sheets.

7. The department will appoint two or three invigilators according to the strength of the class and prepare the whatsapp group(for emergency) of these students.
8. The department has to check the quality of answer sheets uploaded by the students and they can demand the copy from the student, in case of any issue regarding illegibility. However the answer sheet may not be printed for evaluation purpose but the digital record of the answer sheets must be maintained.
9. The HOD must ensure evaluation of these answer sheets and preparation of result within seven days.

Note: Visually impaired or disabled students will be given 60 minutes extra and are allowed to have assistance from scribe/writer as per university rules. No permission is required for the same from university.


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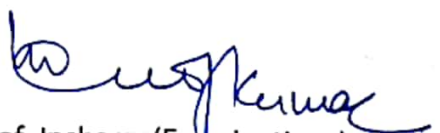
Instructions for Students

1. The Student will respond to the test email sent by the department four days before the examination. In case of any failure, they have to consult their departments for the resolution of the problem.
2. The Students will access the question papers from their email ids (as given to the Department) 15 minutes before the exam.
3. The Student 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 25. Students have to fill the complete information on title page as per format attached, for each examination.
4. The HOD will send the question paper 15 minutes before the start of the exam to the students. At the end of the exam, the students will be given 30 minutes to make a single PDF file of all the pages (including the title page) of scanned/photographed copies and send it back on the specified department email ID. This whole process from start to end will be of 3 hours and 45 minutes.
5. In case of any issues student may call the invigilator or send the message on the whatsapp group prepared by the department.

Important

1. Student will mention the number of sheets uploaded in the email.
2. Student will keep hard copy of the answer sheets safely in their custody and provides the same to the University, if demanded.

Note: Visually impaired or disabled students will be given 60 minutes extra and are allowed to have assistance from scribe/writer as per university rules. No permission is required for the same from university.


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GURU NANAK DEV UNIVERSITY

AMRITSAR

SECTION-A

(TO BE FILLED BY THE STUDENT)

Examination : _____ Roll No (in figure) : _____
Subject : _____ Roll No (in words) : _____
Paper : _____
Class : _____ Student's Name : _____
Date : _____ Student's Registered email : _____
Medium : _____ Department Name : _____
Student's Signature : _____

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

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	
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EXAMINER ID	
EXAMINER NAME	
EXAMINER's SIGNATURE	

NOTE:

- 1 USE ONLY A4 SIZE PAPER.
- 2 USE NOT MORE THAN 25 PAGES EXCLUDING TITLE PAGE.
- 3 TITLE PAGE MUST BE ATTACHED AS FIRST PAGE ALONG WITH 25 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.

