



NAGALAND UNIVERSITY

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

HEADQUARTERS-LUMAMI

GUIDELINES FOR ONLINE EXAMINATIONS UNDER GRADUATE (UG) 2021

1. Mode of exams:

1.1. Subject to approval/ ratification by the Academic Council, the University will conduct **online examinations** for the 2nd, 4th, 6th and 5th semester (supplementary), Examinations, May 2021 as per the schedule notified by the examination section. The same is necessitated due to the rapid surge of COVID-19 in India and 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 are to nominate a Faculty/Teacher (preferably well versed with internet) as **Online Exam Co-ordinator**. The Co-ordinator 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 Co-ordinator shall plan and execute the distribution of questions, collection and evaluation of answer scripts. The details of the Online Exam Co-ordinator like Phone No. (Whatsapp) and email address etc. should be intimated to the University at the earliest. The Coordinator will be paid remuneration as per the rules of the University.

2. Question paper

2.1 The days question papers (Password Protected PDF) shall be released online to the colleges/coordinators by WhatsApp/email half an hour before the start of each exam. The same will also be uploaded in the University website <https://nagalanduniversity.ac.in>. The passwords for the questions shall later be sent to the coordinators (only) through WhatsApp 10 minutes before the start of the each exam. Colleges shall submit contact details like email/Phone no. (Only Whatsapp number) to University for receiving the e-copy/password of the question papers.

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. If possible the colleges may distribute the official answer script collected from the University to the students for use during the exams.

3.2. Students may answer both the Objective and descriptive parts in the same Answer script. 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 with multiple pages instead of multiple PDF files.

3.3. Students shall be required to use the first page of answer script to write their **Roll Number, Registration Number, Paper Name and Code etc.** with their **signature**. The first page of answer script is available in NU website. 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. Answers to the essay type questions carrying 9 and 14 marks should not exceed 1000 and 1500 words.

3.5. Answer scripts with multiple handwritings shall be rejected summarily by the evaluator and marks should not be awarded for that particular question.

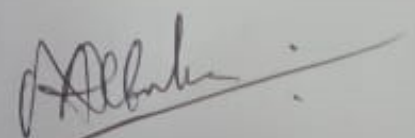
3.6. Scan copy of answer script shall be submitted to their respective colleges/respective paper evaluator in online mode through email, Whatsapp, Google classroom app etc. The answer script be converted to a single PDF file and save it with the students Roll number e.g. 057/2019.pdf.

3.7 The time slot for all examinations is 3+1 hours (3 hours for the actual exam and 1 hour for downloading question papers and uploading of answer scripts).

3.8 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. Subject to ratification by the Academic Council, evaluation of forthcoming the even semesters 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 principals to be forwarded to the University, if required.

4.3. The scan copy in PDF format of markbook with signature of evaluator and authorised by the Principal/HoD 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 Colleges are required to device their own methodology of distributing the questions, collection of answer-scripts and evaluation through offline/online or blended mode as per the UGC guidelines issued earlier.

4.5 Colleges may device their own methodology of assessing and evaluating the practicals as per the UGC guidelines issued earlier.

4.6. Request for **re-evaluations** of papers for the upcoming Even Semester as well as 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.

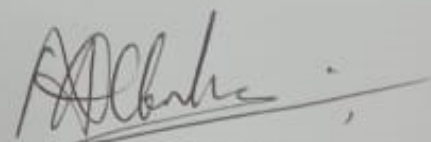
5.2. The attendance sheet so prepared shall be verified with the answer scripts if need arises.

6. Mock Test

6.1. **MOCK TEST** may be conducted by the respective colleges at least 5 days before the start of the actual exams.

7. Colleges are requested to refer for updates etc. regarding the examinations in the University website- nagalanduniversity.ac.in and also disseminate all relevant information to their students.

8. The above guidelines are advisory in nature and each college may chart out its own plan of action taking into consideration the local issues pertaining to COVID-19 Pandemic.



(N. ALBERT KHIZHO)
Deputy Registrar (Examinations)