NAGALAND UNIVERSITY

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

HEADQUARTERS-LUMAMI

ADVISORY TO COLLEGES/ TEACHERS
ON CONDUCT OF ONLINE UNDER GRADUATE EXAMINATIONS, 2021

In view of the schedules/Programmes for the 2nd, 4th and 6th semester and 5th semester (supplementary) Examinations, 2021 being notified vide this office Notification No.NU/Exam/Conf./C/3-03/2016 dated 16th April, 2021 the following Advisories are issued to facilitate the smooth conduct of Online exams, evaluation and timely declaration of results.

1. Besides the orders/SOPs of the Central/State governments issued from time to time in view of COVID-19, all colleges must strictly abide by the instructions issued by the Ministry of HRD, GoI Vide OM.F.No 16-16/2020UIA dated 6th July 2020 and the UGC Revised Guidelines vide D.O.No. F.1-1/2020 (Secy) dated 6th July, 2020 for conduct of examinations.

2. **Evaluation:**

2.1. Due to Covid-19 pandemic, and subject to ratification by the Academic Council, the evaluation of papers shall be done internally to facilitate timely declaration of results and help students to pursue further education.

2.2. The principal of all colleges should plan and allot the answer scripts in advance to the teachers for evaluation based on their specialization/expertise on the subjects/papers.

2.3. All teachers must ensure that answer scripts are evaluated objectively. If allotment of marks is found to be unrealistic and excessive, the University reserves the right to re-examine/review that particular paper.

2.4. Answers to the essay type questions carrying 9 and 14 marks should not exceed 1000 and 1500 words.

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

2.6. Teachers should evaluate the answer scripts immediately after the completion of the online examinations and the scripts along with mark books be submitted to the college authority. Teachers may also use Google classroom app to evaluate if they have familiarity with the app. Only mark books authenticated by the principal of the college must be submitted to the university.
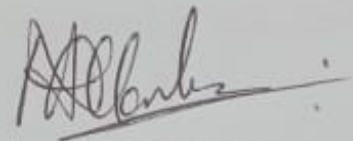
2.7. The mark books of each day's evaluated papers (with details like subject, paper No., exam date) and signed by the evaluator and authenticated/vetted by the Principal should be submitted by to the Controller of Examinations through special courier/registered post/speed post. Advance scan copy of the mark books may be sent to the following emails: drexam@nagalanduniversity.ac.in / nuexams16@gmail.com . Alternatively, advance scanned copy of the mark books may also be sent by the principal of the colleges to the following Whatsapp Nos., COE- 7005527921/9436605577/DR- 9612163131.

2.8. Remunerations bills for evaluation (duly filled) for 4th and 6th semester may be submitted after vetting by the Principal to the office of the Controller of Examinations, NU HQ Lumami along with the mark books so that the same can be processed for early payment. Bank account details with IFSC code should be provided so that online payment can be made by the University. Remuneration bills may be downloaded from the NU website.

3. **Declaration of results:** The University shall endeavour to declare the results at the earliest. Hence all Principals of affiliated colleges should ensure completion of evaluation and submission of mark books on time.

4. Request for **re-evaluations** of papers for the upcoming examinations for all even semesters and 5th semester (Supplementary) examinations will not be entertained whatsoever.

5. Above guidelines are applicable only for the current Academic session (2020-2021) in view of the COVID-19 Pandemic, while maintaining safety and health of all the stakeholders and sanctity and quality of examinations.

(N. ALBERT KHIZHO)
Deputy Registrar (Examinations)