

Examination Notice – 2: Online Examination – September, 2020

INSTRUCTIONS FOR APPEARING IN THE ONLINE EXAMINATION

Keeping in view of the pandemic situation in the country, and in order to maintain the norms of social distancing, and for the safety of the students, the School of Open and Distance Learning (SODL) is conducting Online Examination for the learners of 3rd year of BBA and BCA Programmes (2017 – 20 batch) and also for their backlog papers, and also for the learners of PGDB, PGDDTN, PGDHR, PGDPRA, PGDEMIA, PGDIPR, and PGDMRT Programmes of 2019 – 20 batch from 23rd September, 2020. You shall be appearing in the examination from your home in the same manner that you were giving the examination till now from the examination hall of the University.

The following are the Instructions for the registered examinees for appearing in the Online Examination from their home.

1. The online examination will be scheduled from 23/09/2020 to 01/10/2020 for the theory papers.
2. Practical examination will be held after completion of theory papers. Dates mentioned in the Date Sheet.
3. Final Date Sheet is posted on the webpage of SODL
4. No request for change of date of the examination will be accepted.
5. You will need a laptop / smart phone with internet facilities to download the question papers, scan the answer papers and sending scanned copies of the answer papers through email to the respective email IDs of the SODL.
6. Make arrangements for a laptop with internet / a smart phone. Download Apps to scan your answer books and to send scanned copies of the answer books to SODL through your registered email.
7. The online examination will be held in two sessions. Morning Session – 10:00 AM to 01:00 PM. Evening Session from 03:00 PM to 06:00 PM., Monday to Saturday.
8. If any of the examinee does not get his / question paper by the 10:00 AM / 03:00 PM as the case may be, should inform SODL immediately through telephone 9311590184 / email at sodl@jamiahamdard.ac.in mentioning their enrollment number and course code of their paper..
9. Theory papers shall be of 100 marks. There shall be eight questions of 20 marks each. Only five of them to be answered.
10. The question papers will be sent to the registered email IDs of the examinees / students from SODL from the below mentioned email IDs at 10:00 AM sharp, and at 03:00 PM sharp respectively.
11. The question paper received through email from SODL should not be forwarded to anyone. It is to be kept very confidential till the examination is over.
12. The examinees will download the question papers and write their answers in English in their own handwriting on the A4 size ruled papers using blue / black ball pen.
13. The examinee will write his / her name, roll number, enrollment number, programme code, course / paper code, date and time of the examination they are appearing in, on the front page of the answer paper.
14. The examinees will also write their enrollment number and course / subject code on every page of their answer paper.
15. The examinees will mention the question numbers and the questions at the beginning of their answer to each question.
16. The examinee will not copy answers from the study material, other resources and from other students. They will write the answers by their own, in the same way they write the answers in the examination hall.

17. Question papers shall be sent to the registered examinees through the below mentioned email IDs only of SODL, Jamia Hamdard. After writing the examination paper, the examinees will scan all pages of their answer sheets, the first page giving their details, and submit the same to SODL through their registered email to the SODL within one hour of completion of the examination, i.e. by 02:00 PM for the examination of the morning session. And by 07:00 PM for the examination of the evening session, respectively, to the following respective email IDs only through which they have received the question papers.
- BCA Students: sodlbcaexamination@jamiahamdard.ac.in
 - BBA Students: sodlbbaexamination@jamiahamdard.ac.in
 - All PG Diploma (PGDB, PGDDTN, PGDHR, PGDPRA, PGDEMA, PGDIPR, and PGDMRT) Students: sodlpgdexamination@jamiahamdard.ac.in
18. The scanned copies of the answer papers **should not be sent to any other email IDs of the University, and to anyone**. It is to be kept confidential. Email sent to other email IDs will not be accepted, and the paper shall get cancelled.
19. The examinees will mention his / her roll number and course code under Subject of the email while submitting scanned copies of his / her answer books to the SODL.
20. The examinees will retain the answer books in original in safe custody till declaration of the results.
21. The SODL may ask to dispatch the answer books in original through speed post by the SODL if necessary.
22. Emails of scanned copies of the answer books received late, beyond the time mentioned will not be accepted and they shall be marked absent for the examination of the day.
23. The examinees who are not able to send scanned copy of the answer books due to failure of internet in their area may need to inform the SODL immediately at phone number 9211590184. They shall be advised for alternate mode of submission of their answer paper.
24. The practical Examination will also be conducted online. The examinees will be sent question papers in the same manner as that of the theory examination. Viva Voce will be taken through video conferencing with the individual examinee on the same day of the examination in the afternoon session from 02:00 PM to 05:00 PM. Link for the video – conferencing will be communicated through email on the date of the practical examination
25. The practical examination will also be of 100 marks. The ratio of marks for the answer submission and viva – voce for the practical examination would be 80:20 respectively.
26. The learners who have paid the programme fee in full and the examination fee will only be permitted to appear in the examination.
27. List of the examinees with their Roll Numbers eligible for appearing in the examination will be notified on the webpage of SODL.
28. If the evaluators find that answers to two, or more examinees are same, we will register such examinees under Unfair Means, and initiate necessary action as per rules of Jamia Hamdard.
29. If the evaluators find that handwriting of two or more examinees is appearing the same, we will register such examinees under Unfair Means, and initiate necessary action as per rules of Jamia Hamdard.
30. Call us at 9311590184, 011 – 26959688 Extension – 5342, 5343 and 5344 for any query / information during your examination.

Wishing you best of luck for the examination.

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