

**INSTRUCTIONS FOR THE PROCTORED ONLINE ANNUAL EXAMINATION, JUNE 2021**

**BBA and BCA III Year and Backlog Examination of BBA and BCA I and II Year, and  
The PG Diploma Programmes**

(For the Students admitted in July 2020)

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 Centre for Distance and Online Education (CDOE), formerly known as the School of Open and Distance Learning (SODL) is conducting Proctored Online Examination for the learners of BBA and BCA III Year and their Backlog Papers of II and III year. The online examination will also be held for the PG Diploma Programmes PGDDRA, PGDDTN, PGDMRT, PGDHR Programmes for the student enrolled in July 2020. Examination of Backlog Papers of the PG Diploma Programmes will also be conducted, if we receive examination forms for the same, and scheduled separately.

The examination will be conducted from 28th June, 2021. The date sheet is posted on the webpage of SODL under the link Examination, <http://jamiahamdard.edu/UserPanel/DisplayPage.aspx?page=cmo>. The Roll Numbers will also be posted under the same link in the second week of June, 2021.

The examination will be conducted for the students who have paid the fee of the BBA and BCA III Year and submitted examination form for appearing in the June 2021 online Examination. Backlog students will be permitted to appear in their first and second year examination only if they have submitted the examination form and have paid the examination fee for the backlog papers.

The online examination will also be conducted for the students of PG Diploma Programmes listed above who have paid the Programme Fee and Examination Fee of the first and the second semester, and have submitted the examination form by 30/05/2021.

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

1. Submit your details for conducting the online examination immediately at <https://docs.google.com/forms/d/1raSDtI27fBZMiOrwO6PRu33P21o9vIK5c1iGqW0m8dA/edit>
2. The Proctored Online Examination will be held from 28/06/2021. The date sheet is posted on the webpage of SODL.
3. Practical examination will be held after completion of theory papers. Dates mentioned in the Date Sheet.
4. No request for change of date of the examination will be accepted.
5. The online examination will be held in two sessions. Morning Session – 10:00 AM to 01:00 PM. Evening Session from 02:00 PM to 05:00 PM. For the backlog papers, Monday to Saturday.
6. Theory papers shall be of 70 marks. There shall be eight descriptive type questions of 14 marks each. Only five of them to be answered.
7. The answers will have to be written in your own handwriting on an A4 size ruled / plain paper using blue / black ball pen.
8. Since the examination will be of 70 marks, time allocated for writing the examination is two hours. One hour is given for scanning and uploading scanned copies of the answer books. The answers will have to be written and the answer books scanned and uploaded within three hours only. The link to upload the answer papers will be closed after three hours.
9. Please make sure that you have an active internet connection. We expect you to have a set up with a functioning microphone, speaker, and webcam. Your set up must have good enough bandwidth and capability to simultaneously stream your screen and webcam.
10. Platform used for online examination is Google Classroom / Google Meet. Please get familiar with the platform and understand basic functionalities.

11. The concerned teacher will make a Google Classroom for conducting the examination and adding all students in their respective classes.
12. Invite for all examinations will be sent to the students through Google Classroom at least 15 minutes before the examinations as per the date sheet.
13. For theory and Lab examination, the teachers will upload the question paper on Google Classroom.
14. The students must scan answers sheet and compile it in a single PDF file and rename it as your <Enrolment No - Name>. Do not submit any other file except scanned answer sheet and submit it within the specified time limit on the Google Classroom.
15. For practical examination, Google Meet Link will be sent to all students and viva will be done batch wise.
16. The concerned teacher will provide more detailed guidelines for solving all queries of the students.
17. The instructions for examinations will be given to all students before the beginning of examinations in the Google Classroom
18. Students must join the Google Classroom as per the invite sent by the teachers and coordinate with the concerned teachers.
19. Students must be online on Google Classroom / Google Meet 20 minutes before on the day of examination to avoid any technical problem.
20. For any technical issues please contact your concerned teacher immediately.
21. 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, and put his / her signature on the front page of the answer paper.
22. The examinee will mention page number on the answer sheets.
23. Format of Front Page given below.
24. The examinees will also write their enrollment number and course / subject code on every page of their answer paper.
25. The examinees will mention the question numbers and the questions at the beginning of their answer to each question.
26. 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.
27. The examinees will have to submit the answer books in original hard copy to the Director, Centre for Distance and Online Education (CDOE), First Floor, Hamdard Convention Centre, Jamia Hamdard, Hamdard Nagar, New Delhi – 110 062 essentially through Registered / Speed Post immediately after completion of his / her all papers of the respective year.
28. Please retain scanned / photocopy of the answer books with you till declaration of the results.
29. 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.
30. 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.
31. Call us at 9311590184, 011 – 26959688 Extension – 5342, 5343 and 5344 for any query / information during your examination.

## **FORMAT FOR FRONT PAGE OF ANSWER PAPER**

As mentioned in the Instructions for the Examinees, the front page of your answer paper should contain the following information essentially:

1. Your Name: \_\_\_\_\_
2. Your Programme Name: \_\_\_\_\_
3. Your Programme / Course Code: \_\_\_\_\_
4. Your Enrollment Number: \_\_\_\_\_
5. Your Examination Roll Number: \_\_\_\_\_
6. Code Number of the Course / Paper: \_\_\_\_\_
7. Title / Name of the Course / Paper: \_\_\_\_\_
8. Date of the Examination: \_\_\_\_\_
9. Time of the Examination: \_\_\_\_\_
10. Total Number of Questions Answered: \_\_\_\_\_
11. Total Number of Pages Uploaded: \_\_\_\_\_

12. Your Signature: \_\_\_\_\_.

(Your signature will be tallied with our records while checking your paper. If it does not match, the paper shall be booked under Unfair Means and action taken as per rules)

Wishing you best of luck for the examination.

Director  
Centre for Distance and Online Education  
Jamia Hamdard, New Delhi – 110 062