



NAGALAND UNIVERSITY

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

F. No. NU/COE-2/2014-

Dated: 24th August, 2020

NOTIFICATION

In view of the COVID-19 pandemic in India and due to rapid spread of COVID-19 in the state of Nagaland, and subject to approval/ratification by the Academic Council, the University will conduct **Online Examinations** for the regular 4th (Final) Semester, 4th Semester backlog as well as improvements for previous batch of PG students of beginning from 21st September, 2020. Guidelines/Advisories/Instructions for conduct of the Online PG Exams are enclosed at **Annexure I-III**.

Students are requested to note that the last date for filling of exam forms and payment of fees will be 11th September, 2020. Examination forms can be downloaded from the NU website: <https://nagalanduniversity.ac.in/files/forms/student/APPLICATION%20FORM%20FOR%20APPEARING%20SEMESTER-WISE%20EXAMINATION.pdf> Payment of Exam fees shall be made online through the SBI Collect: <https://www.onlinesbi.com/sbicollect/icollecthome.htm> Admit cards will be issued by the Departments only after receipt of the soft copies of the exam forms and fee payment receipt through email/whatsapp.

Students are advised to keep in touch with their respective HoDs/departments over phone, e-mail, messaging or any other available technology for latest updates.

As notified earlier vide this office letter No.NU/EXAM/Gen-Crspd-03/2016- Dated: 15th July 2020 the regular 2nd Semester (intermediate semester) PG students will be graded as per the UGC Guidelines on Examinations dated 29th April 2020. This is to remind/reiterate to all academic departments to submit internal marks for the 2nd Semester students for grading/promotion at the earliest.

(Dr. MAONGSANGBA)
Controller of Examinations

F. No. NU/COE-2/2014-

Dated: 24th August, 2020

Copy to:

1. Secretary to the Vice Chancellor, Nagaland University, for Hon'ble VCs information.
2. The Chief Secretary, Govt. of Nagaland, Kohima for information.
3. Pro Vice Chancellor, Kohima Campus, Meriema for information.
4. The Dean, School of Sciences/Social Sciences/Humanities and Education for information and necessary action.
5. All Heads of Department, NU HQ Lumami, Kohima Campus, Meriema for information and necessary action.
6. All Principals of PG Colleges for information and necessary action.
7. PA to Registrar, Nagaland University, HQ Lumami for information.
8. Finance Officer, Nagaland University, HQ Lumami for information.
9. Deputy Registrar (Acad), Nagaland University, HQ Lumami for information.

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GUIDELINES FOR ONLINE EXAMINATIONS 4TH SEMESTER (FINAL) POST GRADUATE (PG) 2020

A. All Heads of Department/Principals of PG affiliated colleges 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 will be paid remuneration as deemed fit.

1. Registration/filling of Exam forms and Payment of fees:

- 1.1. Registration/filling of exam forms should be done by all students before 11th September, 2020. The same can be downloaded from the NU website: <https://nagalanduniversity.ac.in/files/forms/student/APPLICATION%20FORM%20FOR%20APPEARING%20SEMESTER-WISE%20EXAMINATION.pdf> Payment of fees shall be made online through the SBI Collect: <https://www.onlinesbi.com/sbicollect/icollecthome.htm> Please note that the payments can be made in advance and copy of the receipt be obtained so that student does not miss the date of filling the forms due to payment issues like poor internet connectivity, bank website problems etc. A receipt will be generated after successful payment. The same should be printed and attached along with the exam form.
- 1.2. Soft copy of duly filled forms along with online payment of fees receipt should be emailed/submitted to the concerned department. Only after receipt of the same, Admit cards will be issued to the students by the departments concerned. Students are required to keep actual/hard copies of the forms and payment receipt in their custody for future verification/reference.

2. Exam dates:

- 2.1 All PG examinations (online) will tentatively begin from 21th September 2020 onwards.
- 2.2 There shall be a gap of at least 1 day for all papers to facilitate preparation of the exam by the students. All practical papers shall be completed before the theory papers are conducted.

3. Mode of exams:

- 3.1 Subject to approval/ ratification by the Academic Council the University will conduct online examination for all PG final semesters as per the schedule notified by the examination section. The same is necessitated in view of the COVID-19 pandemic in India and due to rapid spread of the virus in the state of Nagaland as well.

- 3.2 Departments shall collect the list of all eligible students appearing for the online exams along with their address, phone number (preferably WhatsApp No.), email address, 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.
- 3.3. The Coordinator/department concerned shall facilitate the downloading of the questions for the students as well as the uploading of the answer scripts after the exams for the students.
- 3.4. The question papers will be sent to each student by the HOD/Coordinator/department through email/whatsapp etc. in PDF format with password protection and shall be communicated only 30 minute before the start of the exams.
- 3.5. In the event any leakage of question paper is reported, penalty shall be imposed on the department concerned by cancelling the particular paper.
- 3.6. It must be noted that continuous internet connection will not be required for appearing in the online examinations. Internet will be needed only during the time of downloading the questions and submitting the answer scripts. Applications (Apps) such as conventional scanners, Adobe Scan, Doc Scanner, Cam Scanner etc. may be used to scan the answer scripts and send to the faculty in-charge using email or whatsapp or any available technology on the day of examination. Google classroom app may also be used to upload as well as evaluate answer scripts.
- 3.7. It is strongly recommended that the students convert the scan copy of the answer scripts to PDF format so that the size can be minimised to send through email/Whatsapp/Google classroom app etc. Students should scan each page and compile the answer sheet into one document in PDF format to upload. Students are advised to save the document in PDF format with their roll number e.g. 057/2019.pdf. However, the students should confirm their submissions by calling up or messaging the respective Online-Exams Coordinator/faculty in-charge.
- 3.8. To familiarise and get acquainted with the system of online exams by the Examiners and Examinees **MOCK TEST** may be conducted by the Departments at least 5 days before the start of the actual examinations.
- 3.9. Examinees/ students should write the exam in his/her own handwriting legibly and submit/upload only hand written answers.
- 3.10. Examinees/ students should not copy or let others copy his/her answers. The answers should not be copied exactly from books or other source. As much as possible the students should answer in their own words.
- 3.10.1 Any examinee/student facing internet problem or any other issues during the time of exam, they may contact the Coordinator/Department/Faculty incharge.



3.10.2 For the examination, students may use A4 paper/any blank paper and handwrite on the first page the following information. For example;

Program Name: MA

Semester: 4th

Roll Number: Pol/MA/005/19

Course Code: PS-IOI

Course title: Research Methodology

3.10.3 The student should compulsorily write Roll no., write page no. and put signature with date in all answer sheets preferably on the top column.

3.10.4 Students may use Scanner apps for scanning purposes; the app is available (for free) @Google Play Store. If they are familiar also an alternative app or software for scanning may be used. Students are well advised to practice using the app in advance before the exam.

3.10.5 Students must ensure to upload the correct document in order to avoid confusions/complications.

3.10.6 In case a student is unable to appear in the examination conducted by the University due to genuine reasons, he/she shall be given opportunity to appear in special examinations for such course(s)/ paper(s), which may be conducted by the university as and when feasible, so that the student is not put to any inconvenience/disadvantage. The above provision shall be applicable only for the current academic session 2019-20 as a one-time measure (UGC Revised Guidelines on Examination, 6th July, 2020). However only one chance will be given for the same.

4 Duration of exams:

Online exams timing and duration will be as per the routine notified by the Examination Section. However, additional 2 hours will be given for downloading of Question papers and uploading of Answer scripts.

4 Practical Exams:

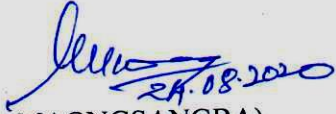
4.1 Practical exams may be conducted before the theory papers. All practical exams may be completed before 20th September, 2020.

4.2 The concerned departments are to work out the modalities to conduct practical examinations as suggested by the Dean, School of Sciences during the meeting held on 31st July, 2020. However the same should be in conformity with the UGC Guidelines on Examinations dated 29th April, 2020.

5 Students are advised to keep in touch with their respective HODs/Faculty in charge/Coordinator for all online examination related matters and also update themselves from the NU website www.nagalanduniversity.ac.in.

- 6 Notwithstanding the above guidelines regarding conduct of examination all concerned are requested to ensure that they are prepared in all respects to carry out the examinations following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/ UGC from time to time, in view of COVID-19.
- 7 The University, in this difficult time endeavors to conduct the examinations for the final year students as per calendar of UGC and declare the results in time as specified in the guidelines of UGC so that our students can achieve their future goals.
- 8 The above guidelines are advisory in nature and each department may chart out its own plan of action taking into consideration the issues pertaining to COVID-19 Pandemic. The departments may adopt their own modalities for the conduct the online exams of their students.

Stay safe, stay online for updates.


(Dr. MAONGSANGBA)
Controller of Examinations



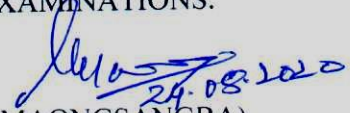
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INSTRUCTIONS TO STUDENTS ON CONDUCT OF ONLINE POST GRADUATE (PG) EXAMINATIONS, 2020

1. Students are advised to keep in touch with Department/faculty over phone, e-mail, messaging or any other available technology.
2. Make sure that all assignments and other internal assessments given by the faculty in-charge are completed.
3. Students should make sure to pay the required exam fees, fill up the exam forms and collect the Admit Cards from the concerned departments in time before the starting of the exams. Failing to do so may debar you from appearing the exams.
4. It is important to note that continuous internet connection will not be required for appearing in the online examinations. Internet will be needed only during the time of downloading the questions and submitting your answer scripts.
5. You may use conventional scanners or apps such as Adobe Scan, Doc Scanner, Cam Scanner etc. on Smartphone to scan your answer scripts and send to the HoD or Faculty in-charge, as instructed by the department, using email/whatsapp/Google classroom app or any available technology on the day of examination.
6. The HoD/Coordinator/Faculty in-charge will instruct you on how to upload and the mode of technology to be used. Confirm your submission with the Faculty in-charge.
7. Students should arrange the required stationeries like paper, pen etc. in advance. Make sure you have sufficient plain papers or notebook pages for writing the answers.
8. The first page of the Answer Script must contain your details like **Roll Number, Reg. Number, Subject Code, Subject Name**. Quote your **Roll/Reg. Number** in the other pages compulsorily.
9. Examinees/ students should write the exam in his/her own handwriting legibly and submit/upload only hand written answers to the respective faculty in-charge /department.
7. Put page numbers in your answer scripts (top right column) for the convenience of the examiner. Put your signature on every page (bottom centre) including the front page.
8. Scan your handwritten answer scripts and convert it to a single PDF file and save it with your Roll number e.g. 057/2019.pdf.
9. Do not copy or let your answers be copied. Also do not copy the answers exactly from the books or other source. As much as possible, it must be answered in your own words.
10. Make sure you give your attendance on the day of examination to the faculty in-charge through audio call, whatsapp, messaging etc.
11. If there is network problem in your place/area make sure to find a suitable place/area (friends or relatives) to stay during the time of examination.

WISHING EVERYONE THE BEST IN THE UPCOMING EXAMINATIONS.


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