



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

F. No. No.NU/Exam/B.ED-Rout-02/13-

Dated: 16th August, 2021

NOTIFICATION

Subject to approval/ratification by the Academic Council of Nagaland University and the National Council for Teacher Education (NCTE), the B.Ed 2nd and 4th Semester Examinations, September 2021 as notified vide this office letter of even No. Dated. 4th August 2021 will be conducted **online**. The same is necessitated due to the surge in COVID - 19 cases in the State.

Colleges and students are to note that the last date for filling of exam forms and payment of fees will be 25th August, 2021. Examination forms can be downloaded from the NU website: <https://nagalanduniversity.ac.in>. Payment of Exam fees should be made online through the SBI Collect: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>. Admit cards will be issued to the students by the Colleges 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 Colleges over phone, e-mail, messaging or any other available technology for latest updates.

The Guidelines/Advisories/Instructions for conduct of the Online B.Ed Exams are enclose at **Annexure I-III**.

Sd/-

(Dr. MAONGSANGBA)
Controller of Examinations

F. No. No.NU/Exam/B.ED-Rout-02/13-

Dated: 16th August, 2021

Copy to:

1. Secretary to the Vice Chancellor, Nagaland University, for Hon'ble VCs information.
2. Registrar, Nagaland University, HQ Lumami for information.
3. All Principals of Affiliated B.Ed Colleges under Nagaland University for information and necessary action.
4. Deputy Registrar (Acad), Nagaland University, HQ Lumami for placing in the AC for approval/ratification please.
5. The System Administrator, Nagaland University for uploading in NU website.

(N. ALBERT KHIZHO)
Deputy Registrar (Examinations)



NAGALAND UNIVERSITY

(A Central University Estd. by the Act of Parliament No. 25 of 1989)
HEADQUARTERS-LUMAMI

GUIDELINES FOR ONLINE B.ED EXAMINATIONS - SEPTEMBER, 2021

1. Mode of exams:

1.1. Subject to approval/ratification by the Academic Council of Nagaland University and the National Council for Teacher Education (NCTE), the B.Ed 2nd and 4th Semester Examinations, September 2021 as notified vide this office letter of even No. Dated. 4th August 2021 will be conducted **online**. The same is necessitated due to the COVID-19 pandemic in India and due to rapid spread of virus 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 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 dispatch of Answer scripts for evaluation. 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 Question papers already printed and ready for dispatch shall be used during forthcoming examination. E-copy of question papers (Password Protected PDF) shall be released online to the colleges. Colleges shall submit contact details like email Phone no. (preferably Whatsapp no.) to University for receiving the e-copy of the question papers. The date and time of release shall be intimated to the colleges.

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.

3.2. 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 single PDF files.

3.3. Students shall be required to write their **Roll Number, Registration Number, Paper Name and Code** on the first page of answer script. Students shall quote their **Roll/Reg. Number** in all the other pages of the answer script compulsorily. *However, students should not write his/her name and college name anywhere in the answer script. Such scripts may not be evaluated and the student will be awarded no marks.*

3.4. Answers to the essay type questions carrying 10, 15 and 20 marks should ordinarily not exceed 1000, 1250 and 1500 words.

3.5. Answer scripts with multiple handwritings shall be rejected summarily by the evaluators.

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.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 University/college whenever situation permits. The hardcopy shall be referred by the University for any anomalies detected at a later stage.

4. Evaluation

4.1. The evaluation of forthcoming B.Ed 2nd and 4th Semester Examinations shall be done by the University.

4.2. Although exams are conducted online, if situation permits, it would be proper that the students write and submit the actual answer scripts to the college. The college may facilitate such cases and compile the whole lot of answer scripts for their students and submit the same to the University by speed post/courier.

4.3. Colleges may also instruct their Coordinators of Online exams to compile and sent the soft copy of the Scripts to the University to the following email addresses:

exams2@nagalanduniversity.ac.in

drexam@nagalanduniversity.ac.in

In such cases the soft copies or printed hard copies of the answer scripts may also be properly documented and kept in the custody of the Principal to be forwarded to the University, if required.

4.4. Alternatively the Colleges/Coordinators of Online exams may print soft copies of the uploaded answer scripts and compile them and submit the same to the University by Speed Post/Registered Courier/Parcel.

4.5. Request for re-evaluations of papers for the upcoming B.Ed 2nd and 4th Semester 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

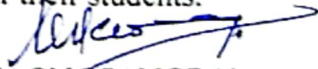
6.1. To familiarize and get acquainted with the system of online exams by the Examiner and Examinee **MOCK TEST** may be conducted by the respective colleges at least 5 days before the start of the actual exams.

7. 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 pandemic.

8. The University, in this difficult time endeavours 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 pursue their further studies and/or achieve their career goals.

9. 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.

10. 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. Alternatively, the colleges may adopt their own modalities for the conduct of online exams for their students.


(Dr. MAONGSANGBA)
Controller of Examinations



INSTRUCTIONS TO STUDENTS
ON CONDUCT OF ONLINE B. Ed EXAMINATIONS, SEPTEMBER 2021

1. Students are advised to keep in touch with the college/Coordinator/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. 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. You may use conventional scanners or apps such as Adobe Scan, Doc Scanner, Cam Scanner on your phone camera to scan your answer scripts and send to the Faculty in-charge using email or WhatsApp or any available technology on the day of examination. Confirm your submission with the Online Exam Coordinator/Faculty in-charge.
4. 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.
5. The first page of the answer script must contain your details like **Roll Number, Subject Code, Subject Name, Examination details**. Quote your **Roll/Reg. Number** in the other pages compulsorily.
6. 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.
7. 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. Answer scripts with multiple handwritings shall be rejected summarily by the evaluators.
8. Answers to the essay type questions carrying 10, 15 and 20 marks should not ordinarily exceed 1000, 1250 and 1500 words. Keep your answers to the point. Please note that writing more with big handwriting does not warrant more marks.
9. Put page numbers in your answer scripts (top right column) for the convenience of the examiner/evaluator.
10. **Students should not write his/her name and college name anywhere in the answer script. Such scripts may not be evaluated and the student will not be awarded marks.**

11. Scan your handwritten answer scripts and convert it to a single PDF file with multiple page and save it with your Roll number e.g. 057/2019.pdf.
12. Make sure to give your attendance on the day of examination to the faculty in-charge through audio call, WhatsApp, messaging etc.
13. Make sure that you submit or upload all your answer scripts to the college/teacher in charge within the allotted time through email, Whatsapp, Google classroom app etc as per the instruction of your teacher/college authorities.
14. 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.



(Dr. MAONGSANGBA)
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