



NAGALAND UNIVERSITY

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

HEADQUARTERS-LUMAMI

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

Dated: 3rd Sept, 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 B.Ed – 2nd & 4th Semesters beginning from 28th September, 2020. Guidelines/Advisories/Instructions for conduct of the Online B.Ed – 2nd & 4th Semester Exams are enclosed.

Colleges are to ensure that examination forms are duly filled and submitted to the University in time and necessary fees are paid before issue of Admit cards to the students. 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>

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


(DR. MAONGSANGBA)
Controller of Examinations

F. No. NU/Exam/B.ED-ROUT-02/13 - 287

Dated: 3rd Sept, 2020

Copy to:

1. Secretary to the Vice Chancellor, Nagaland University, for Hon'ble VCs information.
2. The Chief Secretary, Govt. of Nagaland, Kohima.
3. The Secretary to the Govt. of Nagaland, Higher & Technical Education Department, Nagaland: Kohima.
4. Director, Higher Education, Govt. of Nagaland, Nagaland: Kohima.
5. Registrar, Nagaland University, HQ Lumami for information.
6. Finance Officer, Nagaland University, HQ Lumami for information.
7. All Principals of Affiliated Colleges for information and necessary action.
8. Director CDC, Nagaland University, HQ Lumami for information.
9. Deputy Registrar (Acad), Nagaland University, HQ Lumami for placing in the AC for approval/ratification please.


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HEADQUARTERS-LUMAMI

GUIDELINES FOR ONLINE EXAMINATIONS

B.Ed – 2nd & 4th SEMESTER EXAMS 2020

1. Mode of exams:

- 1.1. Subject to approval/ ratification by the Academic Council, the University will conduct online examinations for the B.Ed – 2nd & 4th Semester Examinations, 2020 as per the schedule notified by the Examination Section. 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 Coordinator. The Coordinator 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 Coordinator will be paid remuneration as deemed fit.

2. Question paper

- 2.1 Question papers already printed and ready for dispatch shall be used during forthcoming examination. E-copy of question papers 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 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 with their **Signature**. Alternatively, the soft copy of the Admit card issued to each student by the college with the student's signature may also be

considered as the first page of the answer script. Students shall quote their **Roll/Reg. Number** in all the other pages of the answer script compulsorily.

3.4. 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. 057/2019.pdf.

3.5. The time slot for all examinations is 3+2 hours (3 hours for the actual exam and 2 hours for downloading question papers and uploading of answer scripts).

3.6. The hardcopy of the answer scripts shall be retained by the students and subsequently submit physically to the college whenever situation permits. The hardcopy shall be referred by the University if any anomalies are detected at a later stage.

4. Evaluation

4.1. As approved by the Academic Council, evaluation of forthcoming B.Ed _ 2nd & 4th Semester examinations shall be done internally by the respective colleges.

4.2. Colleges may instruct their respective teachers to evaluate the performance of the students by evaluating either the soft copies of answer scripts uploaded by the examinees or the printed hard copies of the uploaded answer scripts. Teachers may also use Google classroom app to evaluate if they have familiarity with the app. The evaluated answer scripts in either case must be properly documented and kept in the custody of the Principal to be forwarded to the University, if required.

4.3. The scan copy in PDF format of markbook with signature of evaluator shall be submitted online to the University. The University shall prepare the results as per the markbook submitted by the colleges. The University contact person for submission shall be intimated to the colleges.

4.4. Request for **re-evaluations** of papers for the upcoming examinations for both B.Ed – 2nd & 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.

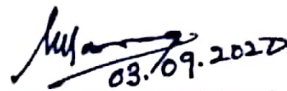
5.2. The attendance sheet so prepared shall be verified with the answer scripts if need arises.

6. Mock Test

6.1. To familiarise 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.

8. The above guidelines are advisory in nature and each college may chart out its own plan of action taking into consideration the issues pertaining to COVID-19 Pandemic. The colleges may adopt their own modalities for the conduct of online exams for their students.


03.09.2020
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HEADQUARTERS : LUMAMI – 798 627

INSTRUCTIONS TO STUDENTS

ON CONDUCT OF ONLINE B.Ed – 2nd & 4th SEMESTER EXAMINATIONS, 2020

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 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. Format for the cover page is uploaded in the University website <https://nagalanduniversity.ac.in/files/forms/student/FrontPageAnswerSheet.pdf>
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.
8. 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.
9. 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.
10. Make sure to give your attendance on the day of examination to the faculty in-charge through Audio Call, WhatsApp, Messaging etc.
11. 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.
12. 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


 05/09.2020
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