



# RASHTRIYA RAKSHA UNIVERSITY

**An Institution of National Importance**

Pioneering National Security and Police University of India

Lavad - Dehgam - 382305 Gandhinagar, Gujarat, INDIA

RRU/Examination/Online Examination Guidelines/2022/5297

Date: 21 January 2022

## ONLINE EXAMINATION GUIDELINES-2022

**Mode of Examinations:** The online end semester regular and repeat examinations shall comply to the Standard Operating Procedure (SOP).

### Standard Operating Procedures for Online Examinations

#### A. For Students and Examiners

a) **Pre-Exam:** The student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of examination.
2. Ready with Desktop or Laptop with Webcam, Speakers and Microphone and mobile phone for scanning only.
3. To install Adobe Scan in their smartphone and become familiar with its operation to create a single scanned PDF file from multiple pages (In case where student does not have proper scanner).
4. To learn in advance (before commencement of examination), how to scan the handwritten answer sheets and create a single PDF file of good readable quality.
5. Arrange for ruled (lined) A4 size sheets to write the answers.
6. To fill the following detail on the first page of the answer sheets
  - University Enrolment No.
  - Semester
  - Name & Code of the Paper
  - Total No. of pages written by the student
  - Date of Examination
  - Signature of the student
7. All subsequent pages should have Page No, Enrolment No, Date and signature on top (above the margin) of each page.

b) **During Exam:**

1. All the students will join a meeting link on Google meet on the day of examination. Each student should keep his/her camera on throughout the examination.
2. Students failing to keep their camera on will be debarred from the examination after giving due warning.
3. Show the answer sheets and 360° view of the room to the invigilator/examiner before commencement of examination.
4. Student should sit in a quiet and well-lit room and he/she should be clearly visible on camera. Student will join the Google meet 15 minutes before the start of examination.

5. Attendance will be taken by subject in charge faculty 10 minutes before the start of respective subject Online examination by asking the student to switch on the video (to verify the physical presence of student).
6. The question paper will be available on Google meet at the stipulated time of the day of the exam.
7. If the answers match totally with the subject book language/google source/other students answer script, Unfair means case will be registered as the case may be.
8. The answers should be handwritten by the student on A4 size lined/ruled white paper (use of paper for answer sheet other than notified will not be considered for evaluation).
9. Attempt questions Serial No. wise and mark Page No on each page.
10. Name or other personal details should not be written on any sheet. If found so, Unfair Means Case will be registered against the student.
11. Answers should be written in blue/black ink only. Pencil can be used for diagrams/tables/figures.
12. Write - 'END' in the last sheet to conclude the examination. No further sheets are to be attached after the 'END'.
13. As each and every programme have different examination evaluation scheme as per the credits, therefore the bifurcation of suggested **External regular and repeat** examination marks is as follows:

External Examination	Question paper Marks and Duration of Examination			
	70 Marks Evaluation Scheme	50 Marks Evaluation Scheme	30 Marks Evaluation Scheme	35 Marks Evaluation Scheme
Marks Distribution	50 Marks for Hand written Online Examination Plus	30 Marks for Hand written Online Examination Plus	20 Marks for Hand written Online Examination Plus	20 Marks for Hand written Online Examination Plus
	**20 Marks for Viva-voce	**20 Marks for Viva-voce	**10 Marks for Viva-voce	**15 Marks for Viva-voce
Time Duration	90 minutes for online examination plus 10 Minutes viva voce exam for each student	60 minutes for online examination plus 10 Minutes viva voce exam for each student	45 Minutes for online examination plus 10 Minutes viva voce exam for each student	45 Minutes for online examination plus 10 Minutes viva voce exam for each student
No. of Question for Theory Exam	No. of Question: 08 To be Attempted: 05  10 Marks Each	No. of Question: 05 To be Attempted: 03  10 Marks Each	No. of Question: 03 To be Attempted: 02  10 Marks Each	No. of Question: 03 To be Attempted: 02  10 Marks Each
**Note: Theory Exam	**The Viva voce examination for theory paper shall be conducted as per the discretion of the examiner			
Practical Examination	The Concerned School is to notify to the students as per the evaluation scheme and credit			

External Examination	Question paper Marks and Duration of Examination	
	100 Marks Evaluation Scheme	20 Marks Evaluation Scheme
<b>Marks Distribution</b>	70 Marks for Hand written Online Examination Plus **30 Marks for Viva-voce	15 Marks for Hand written Online Examination Plus **05 Marks for Viva-voce
<b>Time Duration</b>	120 minutes for online examination plus 10 Minutes viva voce exam for each student	30 minutes for online examination and 10 Minutes viva voce exam for each student
<b>No. of Question for Theory Exam</b>	No. of Question: 10 To be Attempted: 07 10 Marks Each	No. of Question: 05 To be Attempted: 03 05 Marks Each
<b>**Note: Theory Exam</b>	**The Viva voce examination for theory paper shall be conducted as per the discretion of the examiner	
<b>Practical Examination</b>	The Concerned School is to notify to the students as per the evaluation scheme and credit	

**Note: The above said question paper format and timings are advisory in nature. However, the School Director have discretion to set the question paper/timings and Viva Examination as per the requirement of the syllabus.**

**c) Post Exams:**

1. At the end of the exam, the student should scan the answer sheets and convert all the sheets into a single PDF file and upload in the respective google drive or send the email to concerned examiner within stipulated timeframe. Additional 15 minutes may be provided in the case of technical issues.
2. The quality of such PDF files is to be ensured by the student such that the contents are legible and readable. In case the file is not readable, then the attempted answer sheet shall be treated as cancelled.
3. Save PDF file as Enrolment No.\_Subject Name.pdf  
Eg: 123456789\_Subject Name.pdf
4. **Specimen Answer-sheet**  
**Page No.-1**
  - University Enrolment No, Semester, Name & code of the Paper
  - Total No. of pages written by the student, Date of Examination (DDMMYY)
  - Signature of the student

**Answer book Page No. 01**

Page No. 02 and following each pages

Enrolment No. 12345, Page No. 2, Date of Examination: DDMMYY, Sign

**Answer book Page No. 02 and following each pages**


**B. For Examiners only:**

1. The Examiner is requested to finalized the date and time of the examination in consultation with the respective Programme Coordinators/School Directors between 27<sup>th</sup> January 2022 to 18<sup>th</sup> February 2022 and intimate to the students in due course of time.
2. The suggested CBCS Examination Time table is attached as per the annexure-I. The respective School Director (s) are at discretion to conduct the Non CBCS papers considering the schedule of CBCS Examination to prevent the overlapping the Examination Slots.
3. The google meet link of the examination shall be created and shared the students prior to commencement of the online examination.
4. The Examiner shall ensure that entire syllabus covered in the question paper.
5. In case of two or more faculties dealing with the same paper, the respective School Director shall appoint single one paper setter and evaluator. It is advisable that the School Director may adopt a single question paper setter. However, the School Director shall have discretion to appoint single/multiple examiner (if applicable) for the setting of question paper and Practical/Viva.
6. The respective examiner is requested to orient the students about the SOP of online examination on or before 24<sup>th</sup> January 2022 or supply the said guidelines to the students in timely manner.
7. The audio-visual recording of the Examinations is advised to maintain the decorum.

**C. Schedule of the Examination:**

Sl. No	Examination	Date
1.	Online Hand written and Viva-Voce Examination	From 27 <sup>th</sup> January to 18 <sup>th</sup> February 2022
2.	Practical/Internship/Project Viva Examination	From 27 <sup>th</sup> January to 18 <sup>th</sup> February 2022
3.	Submission of Marks by the examiner	Upto 25 <sup>th</sup> February 2022
4.	Result Declaration	Upto 26 <sup>th</sup> February to 25 <sup>th</sup> March 2022
5.	Special Examination	To be determined
6.	Declaration of Final results	05 <sup>th</sup> April 2022 Close of Business

The School Director is empowered to take appropriate decision in consultation with the Assistant Registrar (Examination) and Chairman of BoE in case of any contingency.

  
(Dr. Dharmeshkumar Prajapati)  
Assistant Registrar (Examination)