



# LINGAYA'S VIDYAPEETH, FARIDABAD

(Deemed to be University, Approved u/s 3 of UGC ACT, 1956)

## END-SEMESTER ONLINE EXAMINATION, EVEN SEM (2019-20)

### Instructions to Students for ONLINE EXAMINATION

**Following instructions are strictly adhered to by students during ONLINE EXAMINATION: -**

1. Students are required to find and occupy the seat at his/her residence at least 20 minutes before the commencement of Examination with better internet speed. Student should log to GOOGLE MEET. It is mandatory for him /her to be present on google meet with live video during the examination time.
2. Student needs to check Class/ Exam WhatsApp Group on same day 20 minutes before the commencement of scheduled examination **for Google Meet link**. In case, student is not able to get the Google Meet link/ code, he/she should contact Class Coordinator/ HOD immediately.
3. **For Question Paper link**, students are required to check again their Class/ Exam WhatsApp group 05 minutes before the commencement of scheduled examination. In case, student is not able to get the link, he/she should contact Class Coordinator/ HOD immediately.
4. **The link of every part of the QUESTION PAPER shall be shared 05 minutes before on respective Class/ Exam WhatsApp group.**
5. During the examination student **is required to be alone at his / her seat in the room**. In case, **any other person has been found / is visible**, examination is liable to be cancelled.
6. Student will not be allowed to appear in Online Examination after 05 minutes of the commencement of Examination. Therefore, all students are advised to be present online at least 10 minutes before commencement of Examination.
7. Only A-4 sheets are allowed for writing answer(s) of given question(s). **On top of every page** students are required to mention their Roll No, Sub Code, Subject Name, Date of examination and Invigilator(s) Name in the following format:

Roll No.....	Sub code.....
Subject Name .....	Date of examination.....
Invigilator(s) Name (s).....	
Page No.: .....	

8. Students are NOT ALLOWED to leave Examination area during scheduled ONLINE EXAMINATION under any circumstances. Excuses for

Washroom/ Urinal during the Online Examination time will not be entertained.

9. Student(s) are required to use only blue/ royal blue ball point/ gel/ fountain pen for the examination. Refrain from using Pencil for drawing diagram(s) because after scanning said diagram/ picture will not be visible in PDF.
10. Student(s) are required to adjust his/ her mobile/ laptop in front of him/ her and login on Google Meet for the purpose of watching their activities during the examination time by appointed Invigilator(s)/ Concerned HOD(s)/ COE and/ or by any competent authority during examination time.
11. Only non-programmable calculators are allowed. Programmable watches are strictly prohibited during Examination.
12. Duration of Examination shall be total **TWO HOURS ONLY**.
13. As per design of syllabus, each Question Paper shall be delivered in 4/ 5 parts in TWO HOURS. In Each part there will be **TWO Questions, you have to attempt ANY ONE** from them. For Example:-
  - (a) If There are **FOUR PARTS (only for Pharmacy)** then time slots shall be as follow: -  
For Each Part = 25 Minute of writing of Answer +05 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 30 Minutes  
Total Time =  $30 * 4 = 120$  Minutes
  - (b) If There are **FIVE PARTS** then time slots shall be as follow: -  
For Each Part = 20 Minute of writing of Answer +04 Minutes of scanning your solution in PDF and submit to provided EMAIL ADDRESS= 24 Minutes  
Total Time =  $24 * 5 = 120$  Minutes.
14. **Only Colored scanned PDF\*/ JPEG Answer Sheet(s) shall be accepted.** Size of each part of answer sheet should not exceed 05 MB.
15. Student(s) can upload their answer sheet only once. (if they don't submit, the form will be closed automatically after the stipulated time).
16. Please note all answer sheet should be in a same hand writing incase hand writing doesn't match it will be consider as UMC case, which is liable to cancellation of examination besides disciplinary action against the student/ students.
17. **All the answer sheets shall be screened by Plagiarism check** (Turn tin or any UGC approved Plagiarism checker software) for the purpose of prevention of cheating/ stop copying from other sources.
18. If whole or a part of answer sheet(s) matched with Internet data or from answer sheet(s) of other student(s), said answer sheet(s)/all matched **shall be**

cancelled and strict action shall be taken against student/ students by COE /Centre Supdt./ Competent authority as per rules and regulation of LV UFM (ie. – debarred from whole examination, cancellation of candidature etc.).

19. During Examination for any issue(s) Invigilator(s)/ Examination Section/ concerned HOD/ Centre Supdt./ COE will be available for your assistance.
20. It is mandatory the hardcopy of answer sheet written by the student during the examination should kept safely, which has to be submitted after the examination physically at University or at Delhi Head office (Address: Kh.No- 261, Lane No-5, Westened Marg, Saidulajab, Near Saket Metro Station, New Delhi – 110030). **Please note hand written answer sheet(s) should reach Examination Cell within 3 days of opening the University.**
21. **Please note student/ students whose dues are not clear and hardcopy of answer sheet is not submitted, result will not be declared.**
22. **Students are not required to write their name in any page/ part of ANSWER SHEET. In case of found, the said answer sheet(s) stands cancelled.**

**Requirements for the Online Examination:**

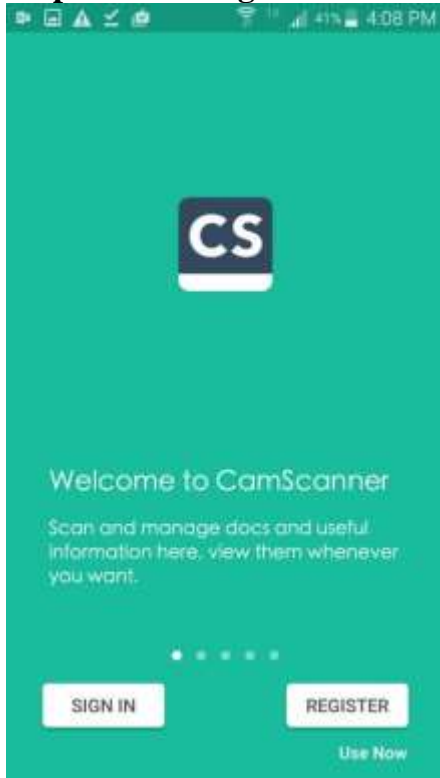
1. Android Phone
2. A valid GMAIL account.
3. Google Chrome app
4. Google Meet app (for monitoring and attendance purposes) and
5. CamScanner app

The undertaking form link having all the instructions will be send to all the students on their Exam/ Class WhatsApp group. It is mandatory for all the students to submit the undertaking form 2 days before the commencement of examinations.

(Controller of Examinations)

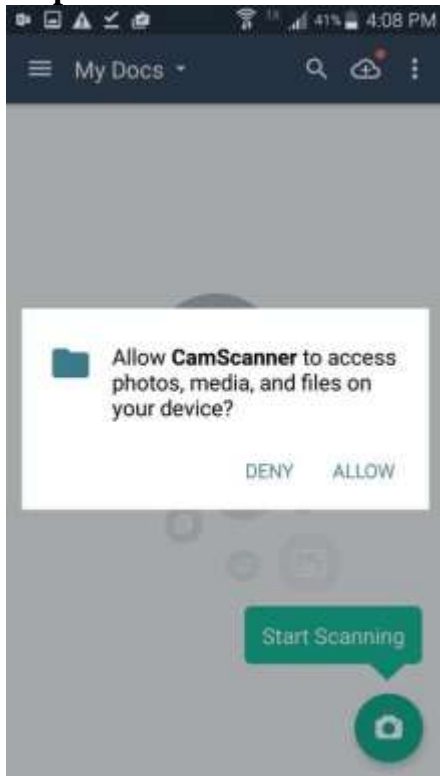
# \*Process for Uploading Answer sheets in PDF format

## Step 1: Scanning and Email Using CamScanner



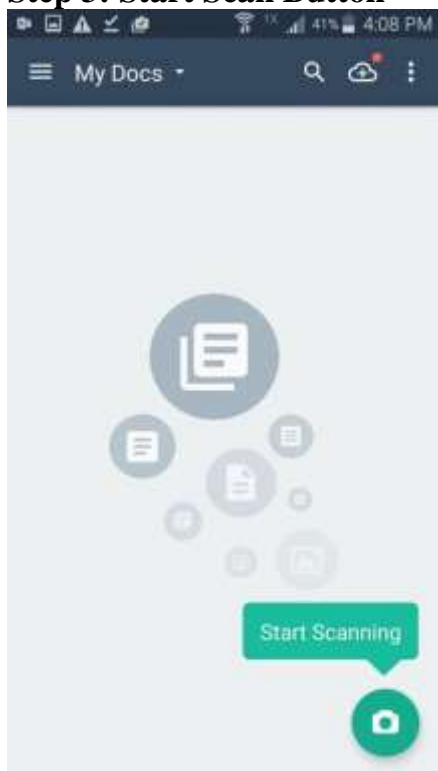
Welcome to CamScanner Splash Page.  
Touch ' Use Now' on the Bottom-Right corner.  
DO NOT TOUCH 'SIGN IN' OR 'REGISTER'

## Step 2: CamScanner Permissions



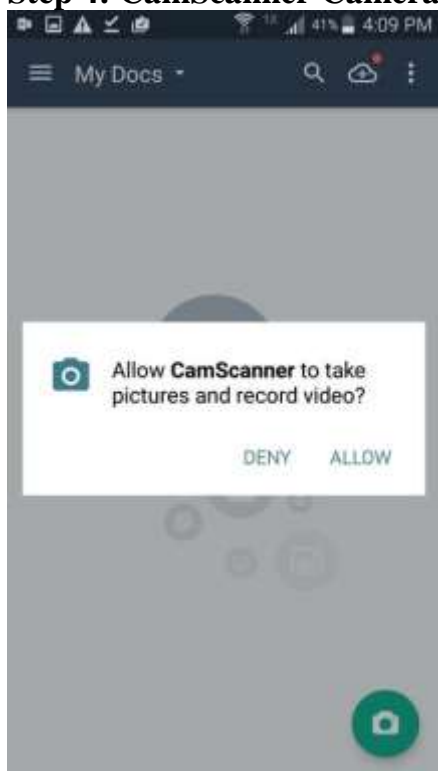
Click ALLOW to 'Allow CamScanner to access photos, media, and files on your device?'

### Step 3: Start Scan Button



Press the Camera Scan Icon on Bottom-Right corner

### Step 4: CamScanner Camera Permissions



TOUCH "ALLOW" to 'Allow CamScanner to take pictures and record video?'

### Step 5: Select (Single Page) or (Multiple Page) Document Scan



Bottom Right ->> Single Page Mode is automatically selected.

### Step 6: Ready, Steady, Aim!



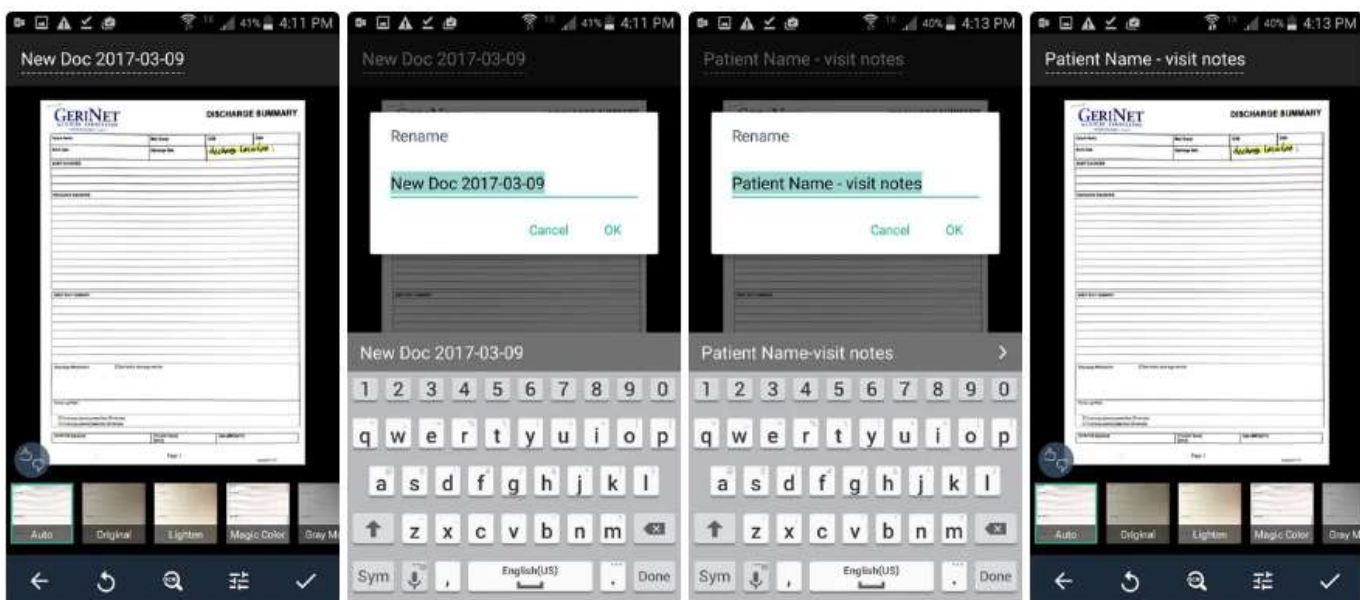
Try your best to capture the entire document under good lighting conditions. Press the Camera Button to take a CamScan.

## Step 7: Document Adjustment



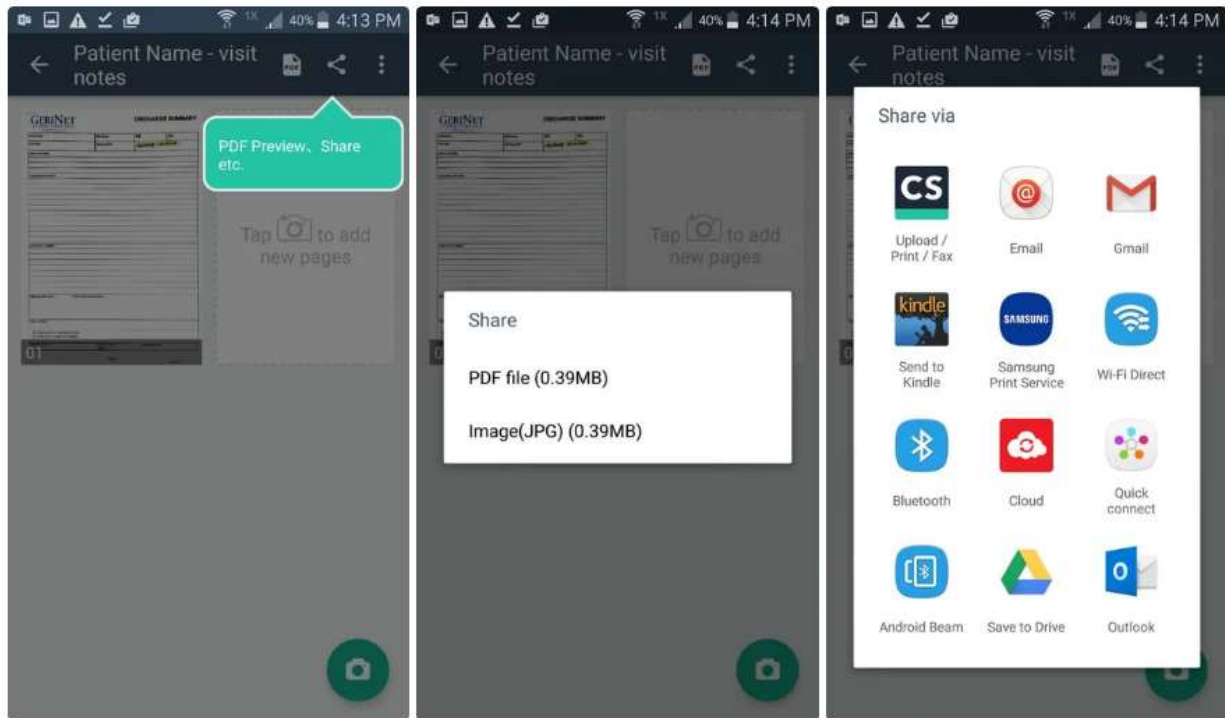
CamScanner will automatically scan the document for adjustments.  
TOUCH the CHECK-MARK on the Bottom-Right to apply adjustments automatically.

## Step 8: Rename the Scan



Click on the TOP-LEFT "New Doc" to rename the file.  
After renaming, Touch 'OK' to rename the file.  
'Auto' should be selected as a filter preset.  
Click on the BOTTOM-RIGHT CHECK MARK to complete adjustments.

## Step 9:



TOUCH on the PDF Preview/Share Button shown.  
SELECT "PDF file (0.3MB)"  
Select "Save to drive"

**Then, Upload your answer sheet in PDF format directly from Google drive.**