हिमाचल प्रदेश केंद्रीय विश्वविद्यालय
Central University of Himachal Pradesh
(Established under Central Universities Act 2009)

अस्थाई शैक्षणिक खण्ड, शाहपुर, ज़िला काँगड़ा, हिमाचल प्रदेश - 176206

Temporary Academic Block, Shahpur, Distt. Kangra (HP) - 176206

Website: www.cuhimachal.ac.in

File No.: CSI/1-1/PG/CUHP/20/*90-95*   **Dated:** *29.07.2021*

DATESHEET & DUTY CHART OF MCA (03 years), 2nd SEMESTER, FOR ONLINE MID TERM EXAMINATIONS, ACADEMIC SESSION 2020-21

SI. No.	Course Code	Date & Time	Invigilator/Faculty Member
1	MCA C6	02.08.2021 10:00 AM to 12:00 PM	Mr. Mayank Chopra
2	MCA C7	03.08.2021 10:00 AM to 12:00 PM	Dr. Keshav Singh Rawat
3	MCA E4	04.08.2021 10:00 AM to 12:00 PM	Mr. Mayank Chopra
4	MCA C8	05.08.2021 10:00 AM to 11:00 AM	Dr. Keshav Singh Rawat
5	MCA OE2	05.08.2021 02:00 PM to 03:00 PM	Mr. Mayank Chopra
6	MCA SD2	06.08.2021 10:00 AM to 11:00 AM	Mr. Manoj Dhiman
7	MCA HM2	06.08.2021 02:00 PM to 03:00 PM	Mr. Mayank Chopra

Students are directed to strictly follow the Modalities of Online Mid Term Examinations attached at next page

Head,
Department of Computer Science and Informatics

Copy to:-
1. Notice Board/University website for the information to the students.
2. The Dean, School of Mathematics, Computers and Information Sciences, Central University of Himachal Pradesh, Temporary Academic Block, Shahpur for information.
3. The Controller of Examinations, Central University of Himachal Pradesh, Dharamshala for information.

Head,
Department of Computer Science and Informatics

स्नातक (UG) के चौथा, छठा सेमेस्टर तथा स्नातकोत्तर ((PG) के चौथा सेमेस्टर की मिड सेमेस्टर (Mid Semester) परीक्षाएं 28 जून से 03 जुलाई 2021 तक ऑनलाइन माध्यम से से सुगमता पूर्वक संचालित करने हेतु निम्नलिखित कार्य रीती (Modalities) रहेगी जिन्हें विभाग स्तर पर ही कियान्वित किया जायेगा ।

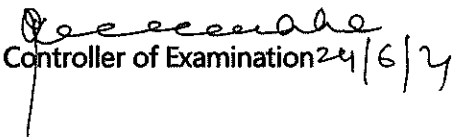## MODALITIES OF CONDUCTING UG, PG EXAMINATIONS:

1. The schedule of examinations will be as per the date sheet prepared and notified by the Department/Centre.
2. Examinations will be conducted through online mode only and in accordance to the existing approved pattern of question papers.
3. Students should write the examination in A4 sheets only and pages must be orderly numbered (e.g. 01 of page 02, 02 of page 02).
4. After completion of the examination, the students should scan each written page serial number wise and compile in a single file in PDF format only and must upload/send the PDF file. Student must ensure that before uploading/sending the pdf, only written sheet are scanned and compiled. No blank page should be inserted while compiling the answer pages in to PDF file.
5. In case of any problem faced by the students while downloading the question papers or uploading/sending the scanned answer sheets, they should contact the concerned faculty teaching that subject.
6. It is mandatory that every student should keep the hard copy of the answer scripts with them, so the same can be submitted to the university if necessity arises in future date.
7. The department is required to inform the above modalities to all the students and teachers concerned.
8. It is the responsibility of the Department/Centre to ensure that the all students write online exams.
9. PDF file of answer books shall be accepted via email only.

INSTRUCTIONS FOR CONDUCT OF MID SEMESTER EXAMINATION (ONLINE MODE)

1. The times limit for online Examination for 2 credits courses will be – 1 HOUR and for 4 credits – 2 HOURS.
2. The question paper will be uploaded / sent by the concerned faculty member/course instructor/subject faculty through Email 5 minutes before the start of the examination on the specified date as per the date sheet notified by the Department/Centre.
3. The question paper must be set as per the format mentioned in the **University Ordinance 30.**
4. The students will submit the scanned copy in pdf format of their handwritten answer sheets to concerned faculty. Extra 30 minutes after the examination time will be given to the students for compiling and submission of the answers script.
5. The candidates are required to mention the following mandatory information on the answer script before e-mailing it to the concerned faculty.
   1. Name of the Candidate
   2. Roll No.
   3. Programme of study:

4. Semester

5. Subject Code

6. Subject Title

7. Proper Page Numbering on answer script.

6. The pdf file should be named as "Roll number of Student". For example: "CUHP19MLIB02" while sending the email to the faculty.

7. Kindly follow the instructions carefully and record your answers accordingly. Answer Sheets should be uploaded / sent within the specified time.

8. Answer Sheet(s) shall be considered for evaluation only if it is received from students registered email ids/Mobile numbers.

9. This online exam is mandatory for all the students.

10. The concerned teacher(s) / resource person(s) will be the examination In-charge of their respective courses.

11. All students are requested to be prepared and available online 15 minutes before the start of the exam.

Note: For any enquiry, contact the concerned course teacher/instructor.

Controller of Examination 24/6/24