

DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED TO BE UNIVERSITY)
DAYALBAGH AGRA-282005
(Examination Section)

No. DEI/Exam/

Date: 22-11-2023

Guidelines for End Semester Examinations for all the students of odd semesters (session 2023-24)

1. All the End Semester examinations for the odd semesters will be held as per the following schedule: -

Examination Component	Dates of the Examination	Shifts of the Examination
End Semester Theory/Practical	From 1-12-2023 to 7-12-2023 (Practical/Group Discussions) From 8-12-2023 to 16-12-2023 (Theory)	Shift1 09:00 AM to 12:00 Noon Shift2 01:00 PM to 04:00 PM

The pattern of question papers of End Semester/Module Examinations would be as per the usual guidelines for which the concerned course teacher should brief all the students well in advance. The question papers shall be set by the course teachers.

2. The rest of the guidelines, as notified earlier vide letter No. DEI/Exam dated 7th October 2023 for the conduct of CT-1 and CT-2 of students shall be applicable in toto with the following reiteration/additions: -
- All faculties should prepare the Examination Scheme strictly as per the dates mentioned above in due course and upload it on the DEI website as soon as possible. Also, share the Examination Scheme with Mr. Rakesh Mehta, Assistant Registrar (DEP). **The Schedule of Theory Exams should reach him latest by 2nd December 2023, so that centres can be informed in time to make necessary arrangements.**
 - The students of the main campus shall appear from the main campus only. The students registered under Distance / online mode shall appear from the designated centres only.
 - The supervision of the Distance Education Centre where exams will be conducted, shall be monitored in a video conference mode under the supervision of the Coordinator / Assistant Registrar (Distance Education Programme), Dr B B Rao & Prof. G P Satsangi. All the Deans are required to send to Mr Rakesh Mehta and Dr L N Koli a list of the students who have been permitted for internship from Industry etc. and would like to appear from the Designated Information Centres at **least 7 days before the examination schedule along with their respective examination scheme.** This includes the Principal Technical College and Dean of those Faculties whose students are assigned to various ICT Centres for their studies. Details received after the prescribed time limit will not be considered and the student shall not be able to appear at the centre.
 - The Centre Incharge will have to make necessary arrangements for the conduct of the exam ensuring the presence of 5 authorized representatives during the exams.
 - All students are to follow the COVID Protocol including wearing of Mask and Head Gear. Wearing of Institute's uniform is mandatory for all students appearing in the exams.
 - A Control Room shall be established in the DEI Computer Centre by Mr Manish Kumar, Incharge Computer Centre, under the supervision of Prof. C.M Markan and shall be handed over to Prof. L.N Koli/ Mr. Rakesh Mehta and Dr. B B Rao Emeritus Teachers. Mr. Manish Kumar, shall arrange 6 PCs of latest configuration along with speakers, Web Cameras, mikes and internet and recording facility. Complete recording of all the Information centres shall be done, under the supervision of DEI Computer Centre which shall be retained in the records, as per UGC Requirements. Mr. Manish Kumar to ensure the archiving of the video recording at the Computer Centre. During the conduct of examinations at least two

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technical staff of the Computer Centre shall remain with the teaching staff in all shifts ensuring uninterrupted operations of the Control Room which includes continuous recording. Mr Manish Kumar will also provide 6 Google Meet Links, which will remain valid throughout the examination cycle to Dr B B Rao and Mr Rakesh Mehta for Centres to log in during the examinations.

- (g) All Deans/ Principal Technical College to depute one teaching staff in every shift on all days for monitoring at the Control Room established at the Computer Centre. The list should be sent to Prof. L N Koli latest by 4th December 2023.


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Copy to all the Deans and a Principal of DEI Technical College with the instructions to send these important instructions to all the Heads of the Departments and teachers of their faculty.

Copy also to the following: -

- (1) Director, DEI
- (2) Prof. L.N Koli, Coordinator DEI Examination Faculty of Commerce
- (3) Assistant Registrar (Exam)
- (5) Coordinator DEP
- (6) Assistant Registrar DEP
- (7) Mr. Manish Kumar, System Engineer DEI Computer Centre
- (8) Dr. B B Rao, Emeritus Teacher and Coordinator Diploma ICT Centres


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