UNIVERSITY OF JAMMU, JAMMU

(NAAC ACCREDITED 'A+' UNIVERSITY) Websites: https://www.coeju.com

N O T I F I C A T I O N

CONDUCT OF EXAMINATIONS – 2021 (UG)

In continuation to earlier notifications issued vide No.: Exams/BP-III/2022/674-773 dated 21-03-2022 and Exams/Conduct/22/1822-50 dated 23-03-22 regarding the conduct of examinations – 2021 in blended mode (i.e. offline as well as online) as per UGC guidelines (i.e. date sheets already issued), all the Principals of the concerned affiliated Degree Colleges are to follow the instructions for the smooth conduct of examination:

1. The work of conduct and collection of Answer Scripts (hardcopy) of Undergraduate Programmes/Courses (CBCS) for both regular as well as private students for the session 2021-22, shall be coordinated and supervised by the office of the Controller of Examinations and the Principals of affiliated Degree Colleges.

2. The University of Jammu has constituted eleven Colleges as Nodal Centers/Colleges (viz. GDC AKHNOOR, GDC R S PURA, GDC SAMBA, GDC KATHUA(BOYS) GDC UDHAMPUR (BOYS), GDC REASI, GDC BHADERWAH, GDC KISHTWAR, GDC RAMBAN, GDC RAJOURI and GDC POONCH) for the collection and evaluation of the answer scripts.

3. Under these eleven Nodal Centers/Colleges, the following clusters of Colleges has been constituted who will help the conduct of examinations, collection and evaluation of the answer scripts and submission of awards (theory/viva) to the University:

	NODAL CENTRE	CLUSTER OF COLLEGES
1	AKHNOOR	GDC Akhnoor, G.D.C. Jourian, GDC Marh, GDC Paloura, GDC Khour, Institute of Management Sciences, Patoli, Jammu, G.W.C. Bhagwati Nagar, Trikuta Degree College, Nardani, G.D.C. Nagrota
2	R S PURA	G.D.C.R.S. Pura, G.D.C Bishnah, G.D.C. Kunjwani, JK College of Computer Application & Business Administration Kunjwani, G.D.C. Sidhra, Dogra Degree College Baribrahmna, University of Jammu
3	SAMBA	G.D.C. Samba, G.D.C. Hiranagar, G.D.C. Ghagwal, G.D.C. Ramgarh, G.D.C. Vijaypur, Bhargava Degree College Samba, G.D.C. Parmandal
4	KATHUA(BOYS)	GDC Kathua (Boys). G.C.W Kathua, G.D.C. Basohli, GDC Bani, G.D.C. Billawar, G.D.C. Mahanpur, New Age Degree College Phinter, Rajiv Gandhi Degree College Kathua, G.D.C. Marheen, G.D.C. Ramkot
5	UDHAMPUR (B/G)	G.D.C. Udhampur (Boys), G.C.W Udhampur, G.D.C. Ramnagar , G.D.C. Jindrah , G.D.C. Majalta, G.D.C. Chenani, G.D.C. Neeli Nallah, Bhasker Degree College Udhampur, G.D.C. Dudu Basantgarh
6	REASI	G.D.C. Reasi, G.D.C. Dharmari , GDC Sarhbagga Mahore , G.D.C. Katra , G.D.C. Pouni
7	BHADERWAH	GDC DODA, GDC KHILOTRAN, GDC BHADERWAH, GDC THATHRI, GDC Kastigarh, Bhaderwah Campus
8	KISHTWAR	GDC KISHTWAR,GDC CHATTRU,GDC MARWAH, GDC Padder
9	RAMBAN	GDC RAMBAN,GDC BANIHAL,GDC GOOL, GDC Batote, GDC Ukhral
10	RAJOURI	G.D.C.Rajouri, G.D.C. Thanamandi, G.D.C. Nowshera, G.D.C. Budhal, G.D.C. Sunderbani, G.D.C. Kalakote, SVS Women Degree Rajouri, Himalayan Degree College Rajouri, SVS Degree College Sunderbani, G.D.C. Darhal, G.D.C. Koteranka, G.D.C. Doongi
11	POONCH	G.D.C. Poonch, G.D.C. Surankote, G.D.C. Mendhar, Muqaddas Degree College Mendhar , G.D. C. Mandi.

** All those colleges which have not been mentioned in the above table are to submit answer scripts to the nearby nodal college with information to o/o COE

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4. The online examination shall be held as per weightage given in the schemes of the concerned Courses/Subjects/Programmes already notified by the Academic Section of the University and the students have to attempt papers accordingly.

5. The students can choose a single mode of examination either online or offline for the papers in the ensuing examinations of Undergraduate Programme (Regular students and Private students) for the session 2021-22. All those who opt for online examination or offline examination shall not be allowed to change their mode of examination in between. In case any student changes the mode of examination in between their examinations shall be considered null and void.

6. The pattern of question paper for online examination would be as per statutes in vogue in a particular course/ subject with 66.67% weightage given to the written component and 33.33% weightage to the **Viva-Voce/Oral examination (Compulsory Components)**.

   For instance, <u>Conduct of Viva-Voce Examination (33.33%)</u>

   The Teacher/Evaluator concerned shall conduct the Viva-Voce Examination (33.33%) as per the following distribution of marks:

   1. 27 marks (question paper carrying max. marks as 80)
   2. 13 marks (question paper carrying max. marks as 40)
   3. 11 marks (question paper carrying max. marks as 32)

7. The **Viva-Voce/Oral examination in each paper would be held in the offline mode only** and completed by the teacher concerned or extra teachers to be engaged by the Principal not later than two consecutive days from the date of the written examination and the awards of the same shall be submitted to the concerned Section/Office of the University through the Principal of the College in a proper format for both regular as well as private students.

8. The Principal of the concerned Colleges shall allow the pvt. students to appear in the Online Examination to give his/her Viva-Voce examination in their respective College/ Centre of Examination/Nodal Centers as constituted by the University.

9. The concerned College Principal is authorized to conduct the practical examinations of the casual students.

10. All the concerned Colleges shall submit the Answer Scripts collected from the students separately for the online and offline examinations with memo to the Nodal Centre/College for Coding and evaluation of the Answer Scripts. This process should be completed within given time period.

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11. No hard copy of the answer script shall be entertained from the student directly by the office of the Controller of Examinations.

12. The Nodal Colleges shall submit the hardcopies (offline/online) of theory awards, answer scripts and counter foils in proper form by arranging subject wise with the mode of examination adopted by the candidate i.e. offline/online separately in sealed packets and also the remuneration bills immediately after the completion of evaluation process to the Examination Wings, for timely declaration of result.

13. The **remuneration charges shall be paid as admissible under rule.**

14. There shall be **no provision of Re-evaluation/Re-checking for the online examination**.

15. **Reliability of internet connection** must be ensured by the students on their own. The University shall not be responsible for response/submission-related problems, if any, due to any issue whatsoever.

16. The information about the student appearance in online examination shall be available on **website https://www.coeju.com** under the heading Quick Links.

17. The office of the Controller of Examinations will provide any type of guidance with regard to Evaluation/Examination process, if required by the Principals of all Affiliated Degree Colleges for the smooth conduct of the above said Examinations as and when required.
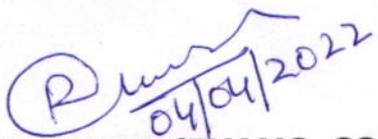
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DY. REGISTRAR (EXAMS. CONDUCT)

No: Exams/Conduct/22/80-179
Dated: 04-04-2022

Copy to:
1. Special Secretary to the Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor.
2. Sr. P.A. to the Dean, Academic Affairs for the kind information of the Dean, Academic Affairs.
3. Sr. P.A. to the Director, Colleges Development Council/DDE/Registrar/DSW/COE
4. Director Colleges, Deptt. of Higher Education, J&K Govt.
5. All the concerned Principals of the affiliated Colleges and Nodal Principal for necessary action in the matter
6. I/c Director Computer Centre for necessary action in the matter
7. Assistant/Deputy Registrar (Exams. UG/Eval. NP/Conduct/Confidential) for information.
8. Assistant Registrar (CA to Controller of Examinations)/I/c Computer Exams for further necessary action
9. Dr. Vinay Thussu, PRO, University of Jammu for necessary action.
10. I/C website with the request to upload the Notification on the website.
11. Security Officer for necessary action in the matter
12. Record File