

University of Jammu

GENERAL INSTRUCTIONS FOR ONLINE/OFFLINE EXAMINATIONS:

The students can choose a single mode of examination either online or offline for the papers in the ensuing examinations of Undergraduate 5th Semester Programme (CBCS) (Regular candidates and Private candidates) 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. However, the offline examination for 5th Semester shall start at 10:00 AM and the online examination for 5th Semester shall start at 10:30 AM. The time allotted in each paper shall remain the same as mentioned on the question paper.

For Online Examination

- i. The examination will be held in online mode as per the weightage given in the schemes of the concerned Course/Subjects/Programmes already notified by the Academic Section of the University and the candidates have to attempt the paper accordingly.
- ii. The pattern of the question paper for the 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.
- iii. The Viva-Voce/Oral examination in each paper would be held in the offline mode and completed by the teacher concerned not later than two consecutive days from the date of the written examination and the awards of the same be submitted to the concerned Section/Office of the University through the Principal of the College in a proper format.
- iv. Only those students who have filled the examination form for the session 2021 prior to the issuance of this notification can appear in the examination for the above said semesters.
- v. The Question Papers will be made available to the students on the Student Exam Page by entering their Student ID/University Roll Number on the website <https://www.coeju.com> (Link https://www.coeju.com/test/ug_studpage.aspx)
- vi. A specimen of the front page of the Answer sheet of A4 size page will be uploaded on the link i.e. www.coeju.com. The candidate may either download or take a print out which is to be pasted or attached on the front page of the answer sheet. The Answer Scripts of each paper should have this format on the front page.
- vii. The students will write on the front page of the Answer Sheet – the name, the parentage, University Roll No., Page No., Total pages used, and the Session. At no other point/place, the student will disclose his/her name /college name except putting his/her signatures (initials only) with the date of examination on the top of each page of the Answer Script. The use of any other indication for disclosing identity shall tantamount to unfair means and will be dealt with under the University statutes.
- viii. The students have to write the answers on A4-size double side-lining sheets only.
- ix. The students are advised to fill in all required columns on the front page before pasting/attaching it with the Answer Sheet.
- x. The students are advised not to write on the backside of the front page of the Answer Sheet format provided by the University.
- xi. In no case the number of pages of Answer Scripts should increase 40 pages (both sides including the front page).
- xii. The University will create a separate dedicated mailbox and the students shall submit /e-mail their answer scripts to the dedicated mailbox in compressed PDF FORMAT in a single file within 30 minutes after the completion of the paper.
- xiii. The e-mail address shall be notified by the University separately and available on the student exam page.
- xiv. The candidates shall submit a hard copy of the answer script on the next day of examinations in the concerned College or at the time of viva-voce.
- xv. Use of unfair means i.e. copying directly from books, internet sources, plagiarism, etc. shall lead to strict action as provided in the statutes.
- xvi. No hard copy of the answer script shall be entertained from the candidates directly by the office of the Controller of Examinations. Only the Principal of the concerned College is authorized to submit the hard copies of the Answer Scripts in proper packet sealed form by arranging subject-wise along with memo in packets after the conduct of said examinations/viva voce to the NODAL Principal for evaluation who shall submit the same along with awards to the office of the Controller of Examinations, University of Jammu.
- xvii. **There shall be no provision of Re-evaluation/Re-checking in the Online Exams.**
- xviii. Reliability of the 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.

All the concerned Colleges should take necessary steps to safeguard the career prospects of the students under the current COVID-19 pandemic situation and strictly follow the SOP's issued by the Government from time to time.