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MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

(CENTRE FOR DISTANCE AND ONLINE EDUCATION)

No. MRIIRS/CDOE/DEC/2022 /10069

DATED: 01/12/2022

NOTICE

ONLINE END SEMESTER EXAMINATIONS

Instructions for ONLINE Exam through "Metl AI Proctoring" are appended below for information of the all concerned.

System Requirements:


The candidate appearing for online examination needs to have a laptop or desktop with a dedicated WebCam and MIC. The same device is required to be kept at the distance/position from his/her sitting to ensure the **complete coverage of his/her seating with writing position having clear visibility of his/her answer sheets on which he/she is writing.**

It is mandatory to keep the Camera and Mic ON of your laptop or desktop. The candidate appearing for online examination shall ensure the proper working and functioning of both Webcam/Camera and Mic, at least one day before the conduct of the exam.

Conduct of Exam:

For proper settings and Smooth conduct of the examination, the candidate is required to **join the link** provided by the CDOE on his/her **registered email ID**. A designated Proctor shall be available 30 Minutes before the scheduled time.

- No late entry will be allowed for online examination. The exam will start at the defined clock time mentioned in the date-sheet.
- Candidate shall ensure that he/she has his/her Aadhar Card/PAN CARD/Driving License for verification purposes before starting of the Exam.
- The total duration and marks of examination will be as mentioned in the question paper.
- The candidate shall sit in a close room having enough light and his/her face must be on the illumination side. He/she will not be allowed to leave his/her seat and move beyond the range of camera during the entire duration of online examination.
- Presence of any other person in the room is not permitted. Proctor can ask the candidate to show the surroundings of his/her room at any point during the exam.
- The candidate shall keep blank A4 sheets and pen (preferably Black/Blue) for the purpose of answering subjective questions and rough work. He/she shall be required to write his/her roll no and name on top center of all the sheets.
- The question paper will comprise the **MCQ/Objective type questions of 14 Marks**, which are to be attempted on **Metl platform** through ONLINE MODE and **Subjective questions of 56 Marks** on A4 Sheets.
- 20 minutes extra shall be provided to upload the scanned and signed Answer Sheets after the completion of the examination.


1/12/2022

Disconnection due to power/network failure:

The candidate shall keep the devices fully charged beforehand and ensure internet connectivity and if possible, he/she should sit near the Wi-Fi router /modem to avoid any signal issues. In case a candidate gets genuine disconnection due to power or internet failure, he/she can rejoin the test immediately within 10 minutes. Absenteeism for a long time may lead to cancellation of exam.

For any kind of problem during the examination, the candidate may contact at the Helpdesk Number and at Email ID given on the screen.

Unfair Means Cases

The place for writing the exam must be free from any clutter i.e. papers, notes, and electronic gadgets. The following acts on the part of examinee shall be deemed as resorted to Unfair Means during the Online Examinations:

- Using the electronic/communication devices/smart watch/calculator etc.
- Taking breaks to move out from the room during the exam.
- Consuming food/eatable during exam.
- Using abusive language/symbols/sounds/unsolicited gesture.
- Writing the exam with the help of another person.
- Allowing someone else to write his/her exam.
- Taking help from any source for example: Google search, PDFs, Books, Pen drives etc.
- The answers found in bookish language or cut, copy & paste and even verbatim matching with the student's copy.
- Inappropriate behavior/conduct during the exam.

The candidate found indulging in such type of activities shall be treated as resorting to use of unfair means and appropriate action shall be taken in such cases, as per the University's Unfair Means Rules and Regulations.



**Controller of Examinations
 Cum-Technical Manager, CDOE**

Endst.No.MRIIRS/CDOE/DEC/2022/10070

Dated: 01/12/2022

A copy of the above is forwarded to the following for information and further necessary action:

1. Director/Deputy Director, CDOE
2. Assistant Director, Examination, CDOE
3. Website: manavrachnaonline.com


**Controller of Examinations
 Cum-Technical Manager, CDOE**

CC: (FOR KIND INFORMATION)

- VICE CHANCELLOR
- PRO VICE CHANCELLOR
- REGISTRAR

Dr. N. K. SHARMA
 Controller of Examinations
 Manav Rachna International Institute
 of Research & Studies
 (Deemed to be University)
 FARIDABAD

Manav Rachna International Institute of Research and Studies
(Deemed to be University under Sec.3 of the UGC Act.1956, 'A' Grade by NAAC)
Centre for Distance and Online Education

DATE-SHEET

Notified on: 05-01-2023

The CDOE has decided to provide an another chance to those students, who remained ABSENT in the End Semester Examinations of Dec, 2022. The instructions for online Examinations and Datesheet Jan, 2023 Exams are also appended below for information and compliance of the all concerned.

End Semester Theory Examination, January, 2023
(Online Mode)
(For UG 2nd Semester)

Exam Timings: Morning Session : 09:30 AM - 12:30 PM					
Exam Timings: Noon Session : 01:30 PM - 04:30 PM					
Date	Time	Day	Branch	Subject Title	Subject Code
14th January,2023	09:30 AM - 12:30 PM	Saturday	BCA	Data Structures	OBCA-DS-201
			B.Com	Computer Applications in Business	OBCOM-DS-201
			BBA	Business Statistics	OBBA-DS-201
14th January,2023	01:30 PM - 04:30 PM	Saturday	BCA	Internet Technologies	OBCA-DS-202
			BBA	Human Resource Management	OBBA-DS-205
			B.Com	Corporate Laws	OBCOM-DS-204
15th January,2023	09:30 AM - 12:30 PM	Sunday	BCA	Business Communication	OBBA-UC-162
			B.Com		
15th January,2023	01:30 PM - 04:30 PM	Sunday	BCA	Business Etiquette	CDOE-OE-001
			BBA		
22nd January,2023	09:30 AM - 12:30 PM	Sunday	BCA	Software Engineering	OBCA-DS-203
			BBA	Business Economics-II	OBBA-DS-206
			B.Com	Managerial Economics – II	OBCOM-DS-202

(PG 2nd Semester)

Exam Timings: Morning Session : 09:30 AM- 12:30 PM					
Exam Timings: Noon Session : 01:30 PM- 04:30 PM					
Date	Time	Day	Branch	Subject Title	Subject Code
14th January,2023	09:30 AM - 12:30 PM	Saturday	MBA	Professional Competency	OMBA-DS-205
14th January,2023	1:30 PM - 4:30 PM	Saturday	MBA	International Business	OMBA-DS-206
15th January,2023	09:30 AM - 12:30 PM	Sunday	MBA	Creativity & Entrepreneurship	OMBA-DS-201
15th January,2023	01:30 PM - 04:30 PM	Sunday	MBA	Business Etiquette	CDOE-OE-001
21th January,2023	01:30 PM - 04:30 PM	Saturday	MBA	Market Research	OMBA-DS-202
22nd January,2023	09:30 AM - 12:30 PM	Sunday	MBA	Marketing Management	OMBA-DS-204
22nd January,2023	01:30 PM - 04:30 PM	Sunday	MBA	Opeartions Management	OMBA-DS-207
29th January,2023	09:30 AM - 12:30 PM	Sunday	MBA	Business Communication	OMBA-DS-208
29th January,2023	01:30 PM - 04:30 PM	Sunday	MBA	Strategic Management	OMBA-DS-203

Copy to:

1. Assistant Director, Examination, CDOE
2. Dy. Director /Director, CDOE
3. Registrar, MRIIRS
4. Pro Vice Chancellor, MRIIRS
5. Website:manavrachnaonline.com

CC: Hon'ble Vice Chancellor, MRIIRS (For Kind Information Please)


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Cum-Technical Manager, CDOE
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