



Date: 24/07/ 2021

## **Guidelines for Appearing End Term Examination Second Semester/First Year**

1. Online End Term of Second Sem/First Year Students has been scheduled from August 09, 2021 which will be conducted on **Digiproctor online platform**.
2. The date sheet has already been uploaded on the University website in Examination Schedule under Student Zone section. The Link for the same as under:

<https://www.jagannathuniversityncr.ac.in/examination-datesheet.php>

3. The online examination platform will enable students to give their examinations in the safety of their homes/places, without traveling to the campus.
4. Paper will be assigned to only those students who are Eligible (No dues in any type of fee) through admit card only which can be downloaded by click on the following link:

<https://www.jagannathuniversityncr.ac.in/admitcard.php>

5. All Students should follow the University examination guidelines to give their examinations. If any student face any problem he/she may contact to the following **University Technical helpline number** in between (10 am - 1 pm)

| S.NO | DEPARTMENT  | FACULTY NAME       | CONTACT No. | E-MAIL ID  |
|------|-------------|--------------------|-------------|--|
| 1    | B.TECH      | Dr. Kavita         | 9873217562  | kavita.mittal@jagannathuniversityncr.ac.in   |
|      |             | Dr. Vinay          | 9992077325  | vinay.ahlawat@jagannathuniversityncr.ac.in   |
| 2    | PHARMACY    | Mr. Deepak         | 8219307427  | <a href="mailto:deepak.garg@jagannathuniversityncr.ac.in">deepak.garg@jagannathuniversityncr.ac.in</a>           |
|      |             | Mr. Ashok          | 9991212311  | <a href="mailto:ashok.kumar@jagannathuniversityncr.ac.in">ashok.kumar@jagannathuniversityncr.ac.in</a>           |
| 3    | AGRICULTURE | Dr. Parveen Sharma | 8901406358  | <a href="mailto:pravin.sharma@jagannathuniversityncr.ac.in">pravin.sharma@jagannathuniversityncr.ac.in</a>       |
|      |             | Dr. Preeti         | 9813732774  | <a href="mailto:preeti.jangra@jagannathuniversityncr.ac.in">preeti.jangra@jagannathuniversityncr.ac.in</a>       |
| 4    | BPT         | Dr. Sonia          | 7719425429  | <a href="mailto:sonia.sharma@jagannathuniversityncr.ac.in">sonia.sharma@jagannathuniversityncr.ac.in</a>         |
|      |             | Dr. Komal          | 8860458411  | <a href="mailto:komal.badgujar@jagannathuniversityncr.ac.in">komal.badgujar@jagannathuniversityncr.ac.in</a>     |
| 5    | SCIENCE     | Dr. N.S. Rathee    | 9467457024  | <a href="mailto:niranjans.rathee@jagannathuniversityncr.ac.in">niranjans.rathee@jagannathuniversityncr.ac.in</a> |
|      |             | Ms. Ritu Ahlawat   | 9992889190  | <a href="mailto:ritu.ahlawat@jagannathuniversityncr.ac.in">ritu.ahlawat@jagannathuniversityncr.ac.in</a>         |
| 6    | LAW         | Dr. Priyanka       | 9996095338  | priyanka.choudhary@jagannathuniversityncr.ac.in  |

|   |            |             |            |  |
|---|------------|-------------|------------|--|
|   |            | Ms. Reema   | 8587886661 | reema.bhattacharya@jagannathuniversityncr.ac.in  |
| 7 | EDUCATION  | Ms. Mousam  | 8130238879 | <a href="mailto:mousaminbox@gmail.com">mousaminbox@gmail.com</a>                                   |
|   |            | Ms. Deepika | 8802924621 | deepika.balai@jagannathuniversityncr.ac.in   |
| 8 | MANAGEMENT | Dr. Sushil  | 9812042043 | sushil.kumar@jagannathuniversityncr.ac.in  |
|   |            | Ms. Neha    | 9416998713 | <a href="mailto:neha.bhat@jagannathuniversityncr.ac.in">neha.bhat@jagannathuniversityncr.ac.in</a> |

A separate Helpline from Digiproctor (**Helpline- 08045406005**) will also help students for smooth conduction of their test.

Students are required to keep their Admit Card with them for verification process. Since this would be an online and live examination, the students are expected to ensure having laptop, desktop or Mobile with working Camera & Microphone and stable internet connectivity throughout the duration of the examination.

All the papers would be subjective similar to offline mode & in general in online exam mode. The student can write the answer on paper (A4 size white /ruling paper recommended) and upload the scanned copies of the written answers on the online examination platform. Student can upload 20 files/Images maximum as an answer of any individual question. Student can see the remaining time in time section and they have to upload all answer sheets within prescribed time limit as per the system.

6. Students are advised to login to the online Examination platform before 15 minutes for authentication by showing their Admit Card. However, no student would be allowed to login into the Examination platform after 15 minutes of starting the Exam.
7. The examinations will be proctored through webcam and desktop Screen share by the faculty members in real time as well as through AI. If a student found involve in cheating or disobey the instruction of proctor he/she will be warned in real time & subsequently disqualified from the examination automatically.
8. Students can learn the online Examination Platform through the following Video/Pdf guides links :

**Video Guide**

Link : <https://youtu.be/Ab59Wi5OOFw>

**Desktop/Laptop Guide:**

<https://d3h1bsf0qbhpmc.cloudfront.net/digiproctor/quick-guide/Testtaker-Guide.pdf>

**Mobile:** <https://d3h1bsf0qbhpmc.cloudfront.net/digiproctor/quick-guide/DigiProctor-Mobile-Test-App.pdf>

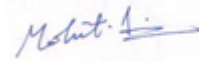
9. All eligible students have to mandatorily log in to [digiproctor.com](https://digiproctor.com) with accounts credentials received in their registered email addresses only and they have to add a profile picture (one time activity) using chrome browser on your Laptop/ Android mobile device.

- 10. All allocated test will be available in My Test Library within your Digi Proctor Test Taker account and keys will be also sent on your registered email.**
- 11. A mock test for online examination platform will be provided to ease the process for students.**
- 12. Students have to install Test Pad from their dashboard for laptop /desktop and for mobile, use the below link to install Test Pad app**

**Android Mobile:** <https://play.google.com/store/apps/details?id=ciso.digiproctor.testpad&hl=en>

**Iphone:** <https://apps.apple.com/us/app/digiproctor/id1514130923>

**12 DigiProctor Helpline- 08045406005 (10 Lines) for any technical help during the test.**



Controller of Examinations