

GUIDELINES OF EXAMINATION FOR STUDENTS

1. In the answer book template following information must be filled by students such as Name of Student, Father's/ Husband's Name, Subject Code, Subject Name, Enrollment No., Total No. of Sheets included in this attempt of Examination, Page Number, Date of Examination and Signature of Student.
2. **All students have to write the answers in the printout of prescribed format template only.**
3. In case of any student unable to take printout then he/she shall be allowed to use ruled register pages and can use handwritten of template format same as in Answer Sheet format. And such students are advised to get prepare themselves for Online Examination w.r.t. to Answer / Response Sheet well in advance.
4. Student can take print out of Answer / Response sheet in both sides of page.
5. Student shall sign on every side of Answer / Response Sheet.
6. Student shall do page numbering on every page used as Answer / Response sheet.
7. All students must note that unsigned Answer/Response sheet shall not be accepted as valid Response Sheet for examination.
8. Students must write Question Number corresponding to the answer in the Answer / Response Sheet.
9. Only eligible students (that means those student who have filled the examination form as per rules of University with all dues clear) are allowed to appear in online examination.
10. Students have to scan his/her Answer Sheet / Response Sheet of examination, page by page number, then save in PDF format and then send to the given email-id: examinations@rkdfuniversity.org
11. For generating PDF, students can use the following software which is available on Google Play Store in their Android Phones :-
Office Lens, AdobeScan, Google Drive Scanner, etc.
12. Students should create a PDF of his/her scanned Answer Sheet and save PDF file as the following format :-
(<Subject code>_<Enrollment Number>_<Semester>.pdf)
For example :- HN201_RKDFR/UG/EO/19/08_2.pdf
13. Student should have to send their Answer Sheet within **30 minutes** after the scheduled time of examination. If any of student fails to do the same his / her answer sheet will automatically be cancelled as per the rule of examination. In case of any kind of disputes

only Honorable Vice Chancellor's decision will be acceptable.

14. Students are required to send one photo of their while giving examination (which may be clicked by their parents/ siblings) in the provided mail-ID, after the examination gets over.
15. Student will get their Question Paper on their Whatsapp Number as provided to their respective Department/ HOD/ Class incharge, 05 minutes before as per the scheduled Date Sheet of Examination.
16. Student should have to check internet connection in his/her device i.e mobile / laptop / computer, 30 minutes prior to the start of examination.
17. HOD/ Course instructors/ Examination Department may Video Call to the students during the Examination Period.
18. If any of the student who is attending the examination, will not get the question paper in the given time then such student should immediately contact their concern Department Head / Class Incharge within 30 minutes of start of Examination.