ONLINE EXAMINATIONS 2021

Rajiv Gandhi University

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INTRODUCTION

Rajiv Gandhi University is one among the central universities in India. RGU is a premier institution of the state of Arunachal Pradesh located in Northeastern region of the nation. The objective of the University is to "disseminate and advance knowledge by providing instructional and research facilities in such branches of learning which may play a positive role in the socio-economic and cultural development of Arunachal Pradesh".

Rajiv Gandhi University, Rono Hills, Doimukh is going to conduct the ensuing examinations for semester students of all the courses in online blended mode (pen-paper & online) for the academic session 2020-21.

Similar to last semester examinations, January 2021 examinations will also be held in online blended mode (pen-paper & online). However, this time the question papers will be emailed to the students from respective Principals/ HoDs/ Directors/ Coordinators. Similarly, students have to submit their answer scripts through email to the designated email addresses. Please refer to the subsequent following sections for more details.

SCOPE

This document is intended for all the stakeholders who are going to be involved in the ensuing "Online Examinations January 2021" to be conducted by Rajiv Gandhi University. This document is also intended for all the students who are going to appear for their respective semester examinations. This is applicable for all the students in the university as well as in the institutes/ colleges affiliated to Rajiv Gandhi University.

Students are advised to go through this document thoroughly and understand the details of the RGU Online Examination 2021.

Highlights

The document explains about important instructions that are to be followed for conducting/ appearing in the online blended mode (pen-paper & online) for the academic session 2020-21 successfully.

CONDUCTING THE EXAM

Similar to last semester examinations, January 2021 examinations will also be held in online blended mode (pen-paper & online). However, this time the question papers will be emailed to the students from respective Principals/ HoDs/ Directors/ Coordinators. Similarly, students have to submit their answer scripts through email to their respective Principals/ HoDs/ Directors/ Coordinators. Please refer to the subsequent following sections for more details.

Distribution of Question Paper

1. On the day of the examination, Question Papers will be emailed by the office of the Controller of Examinations, Rajiv Gandhi University to the Principals/ HoDs/ Directors/ Coordinators concerned, 30 minutes prior to the commencement of the examination.

2. The emails address (for Affiliated Colleges) to which the question papers will be emailed is as given below.

Sl. No.	Name of the College	Email Id
1	Arunachal Community College, Itanagar	acci@rgu.ac.in
2	Arunachal Law Academy, Lekhi, Naharlagun	alaln@rgu.ac.in
3	Binny Yanga Government Women College, Lekhi	bygwcl@rgu.ac.in
4	Daying Ering College of Teacher Education, Pasighat	dectep@rgu.ac.in
5	Denning College of Teacher Education, Tezu	dctet@rgu.ac.in
6	Dera Natung Government College, Itanagar	dngci@rgu.ac.in
7	Don Bosco College, Jully, Itanagar	dbcji@rgu.ac.in
8	Donyi Polo College of Teacher Education, Itanagar	dpctei@rgu.ac.in
9	Donyi Polo Government College, Kamki	dpgck@rgu.ac.in
10	Dorjee Khandu Government College, Tawang	dkgct@rgu.ac.in
11	Doying Gumin College, Pasighat	dgcp@rgu.ac.in
12	Government College, Bomdila	gcb@rgu.ac.in
13	Government College, Daporijo	gcdj@rgu.ac.in
14	Government College, Doimukh	gcdm@rgu.ac.in
15	Government College, Seppa	gcs@rgu.ac.in
16	Government College, Yachuli	gcy@rgu.ac.in
17	Government Model College, Basar	gmcb@rgu.ac.in
18	Government Model College, Geku	gmcg@rgu.ac.in
19	Government Model Degree College, Palin	gmdcp@rgu.ac.in
20	Hill Queen College, Ziro	hqcz@rgu.ac.in
21	Hills College of Teacher Education, Lekhi, Naharlagun	hcteln@rgu.ac.in
22	Indira Gandhi Government College, Tezu	iggct@rgu.ac.in
23	Jarbom Gamlin Government Law College, Jote, Itanagar	jgglcji@rgu.ac.in
24	Jawaharlal Nehru College, Pasighat	jncp@rgu.ac.in
25	Jomin Tayeng Government Model College, Roing	jtgmcr@rgu.ac.in
26	Kasturba Gandhi Institute of Higher Education (B.Ed) College, Roing	kgihebecr@rgu.ac.in
27	Mahabodhi Lord Buddha College, Namsai	mlbcn@rgu.ac.in

Sl. No.	Name of the College	Email Id
28	Mudo Tamo Memorial College, Ziro	mtmcz@rgu.ac.in
29	Namdapha Degree College, Miao	ndcm@rgu.ac.in
30	National Institute of Electronics and Information Technology, Naharlagun	nielit@rgu.ac.in
31	NE Nursing College of Health Science, Nirjuli	nenchsn@rgu.ac.in
32	North East Homeopathic Medical College & Hospital, Itanagar	nehmchi@rgu.ac.in
33	Rang Frah Government College, Changlang	rfgcc@rgu.ac.in
34	Saint Claret College, Ziro	sccz@rgu.ac.in
35	Saint Francis De Sales College, Aalo	sfdsca@rgu.ac.in
36	Siang Royal Academy, Pasighat	srap@rgu.ac.in
37	T. T. College of B.Ed, Aalo	ttcbea@rgu.ac.in
38	Tadar Taniang Government College, Nyapin	ttgcn@rgu.ac.in
39	Tomo Riba Institute of Health & Medical Science, Naharlagun	trihmsn@rgu.ac.in
40	Venerable Uktara Bethany College, Namsai	vubcn@rgu.ac.in
41	Vivekananda Kendra College of Teacher Education, Nirjuli	vkcten@rgu.ac.in
42	Wangcha Rajkumar Government College, Deomali	wrgcd@rgu.ac.in
43	Zion Institute of Nursing, Nirjuli	zinn@rgu.ac.in

3. Colleges may access their respective email accounts typing in the full email id in Gmail.

4. Questions papers to Departments/ Institutes/ Centres in the university will be emailed to their existing official email address of the HoD/ Director/ Coordinators.

Sl. No.	Name of the Department	Email Id
1	Arunachal Institute of Tribal Studies	director.aits@rgu.ac.in
2	Centre with Potential for Excellence in Biodiversity	coordinator.cpeb@rgu.ac.in
3	Department of Anthropology	hod.anthropology@rgu.ac.in
4	Department of Botany	hod.botany@rgu.ac.in
5	Department of Chemistry	hod.chemistry@rgu.ac.in
6	Department of Commerce	hod.commerce@rgu.ac.in
7	Department of Computer Science & Engineering	hod.cse@rgu.ac.in
8	Department of Economics	hod.economics@rgu.ac.in

Sl. No.	Name of the Department	Email Id
9	Department of Education	hod.education@rgu.ac.in
10	Department of Electronics & Communication Engineering	hod.ece@rgu.ac.in
11	Department of English	hod.english@rgu.ac.in
12	Department of Fine Arts & Music	hod.fam@rgu.ac.in
13	Department of Geography	hod.geography@rgu.ac.in
14	Department of Geology	hod.geology@rgu.ac.in
15	Department of Hindi	hod.hindi@rgu.ac.in
16	Department of History	hod.history@rgu.ac.in
17	Department of Management	hod.management@rgu.ac.in
18	Department of Mass Communication	hod.masscom@rgu.ac.in
19	Department of Mathematics	hod.maths@rgu.ac.in
20	Department of National Security Studies	hod.nss@rgu.ac.in
21	Department of Physical Education	hod.ped@rgu.ac.in
22	Department of Physics	hod.physics@rgu.ac.in
23	Department of Political Science	hod.polsc@rgu.ac.in
24	Department of Psychology	hod.psychology@rgu.ac.in
25	Department of Social Work	hod.socialwork@rgu.ac.in
26	Department of Sociology	hod.sociology@rgu.ac.in
27	Department of Zoology	hod.zoology@rgu.ac.in

5. Colleges/ Departments/ Institutes/ Centres should send the question papers to their students through email or through any other digital means such as WhatsApp. Principals/ HoDs/ Directors/ Coordinators may make their own arrangements to reach out to their students.

Submission of Answer Scripts

1. The duration of the examination shall be of (3 + 1) four hours. Three hours will be appearing for the examination and additional one hour will be for reprographic activities viz. scanning, converting to PDF format etc. and then sending the answer script to designated email addresses.

2. **Students of colleges** should email their copy of answer script (only in PDF format) to their respective college email address allotted by the university, marking a copy to respective email address designated for Controller of Examinations for each College.

   a. The email ids allotted to colleges by the university is given in section "Distribution of Question Paper" Item No. 2

   b. The email ids allotted to CoE for each college is given in Item No. 4 in this section.

3. Illustration – I am a student of Arunachal Community College, Itanagar, then I will email my answer scripts to

   To – acci@rgu.ac.in

   Cc – exam.acci@rgu.ac.in

4. Email Addresses allotted to Controller of Examinations (CoE) for Colleges

Sl. No.	Name of the College	Email Id for Exams
1	Arunachal Community College, Itanagar	exam.acci@rgu.ac.in
2	Arunachal Law Academy, Lekhi, Naharlagun	exam.alaln@rgu.ac.in
3	Binny Yanga Government Women College, Lekhi	exam.bygwcl@rgu.ac.in
4	Daying Ering College of Teacher Education, Pasighat	exam.dectep@rgu.ac.in
5	Denning College of Teacher Education, Tezu	exam.dctet@rgu.ac.in
6	Dera Natung Government College, Itanagar	exam.dngci@rgu.ac.in
7	Don Bosco College, Jully, Itanagar	exam.dbcji@rgu.ac.in
8	Donyi Polo College of Teacher Education, Itanagar	exam.dpctei@rgu.ac.in
9	Donyi Polo Government College, Kamki	exam.dpgck@rgu.ac.in
10	Dorjee Khandu Government College, Tawang	exam.dkgct@rgu.ac.in
11	Doying Gumin College, Pasighat	exam.dgcp@rgu.ac.in
12	Government College, Bomdila	exam.gcb@rgu.ac.in
13	Government College, Daporijo	exam.gcdj@rgu.ac.in
14	Government College, Doimukh	exam.gcdm@rgu.ac.in
15	Government College, Seppa	exam.gcs@rgu.ac.in
16	Government College, Yachuli	exam.gcy@rgu.ac.in
17	Government Model College, Basar	exam.gmcb@rgu.ac.in
18	Government Model College, Geku	exam.gmcg@rgu.ac.in
19	Government Model Degree College, Palin	exam.gmdcp@rgu.ac.in
20	Hill Queen College, Ziro	exam.hqcz@rgu.ac.in
21	Hills College of Teacher Education, Lekhi, Naharlagun	exam.hcteln@rgu.ac.in
22	Indira Gandhi Government College, Tezu	exam.iggct@rgu.ac.in
23	Jarbom Gamlin Government Law College, Jote, Itanagar	exam.jgglcji@rgu.ac.in
24	Jawaharlal Nehru College, Pasighat	exam.jncp@rgu.ac.in
25	Jomin Tayeng Government Model College, Roing	exam.jtgmcr@rgu.ac.in
26	Kasturba Gandhi Institute of Higher Education (B.Ed) College, Roing	exam.kgihebecr@rgu.ac.in
27	Mahabodhi Lord Buddha College, Namsai	exam.mlbcn@rgu.ac.in
28	Mudo Tamo Memorial College, Ziro	exam.mtmcz@rgu.ac.in
29	Namdapha Degree College, Miao	exam.ndcm@rgu.ac.in
30	National Institute of Electronics and Information Technology, Naharlagun	exam.nielit@rgu.ac.in
31	NE Nursing College of Health Science, Nirjuli	exam.nenchsn@rgu.ac.in
32	North East Homeopathic Medical College & Hospital, Itanagar	exam.nehmchi@rgu.ac.in
33	Rang Frah Government College, Changlang	exam.rfgcc@rgu.ac.in
34	Saint Claret College, Ziro	exam.sccz@rgu.ac.in
35	Saint Francis De Sales College, Aalo	exam.sfdsca@rgu.ac.in
36	Siang Royal Academy, Pasighat	exam.srap@rgu.ac.in
37	T. T. College of B.Ed, Aalo	exam.ttcbea@rgu.ac.in
38	Tadar Taniang Government College, Nyapin	exam.ttgcn@rgu.ac.in
39	Tomo Riba Institute of Health & Medical Science, Naharlagun	exam.trihmsn@rgu.ac.in
40	Venerable Uktara Bethany College, Namsai	exam.vubcn@rgu.ac.in
41	Vivekananda Kendra College of Teacher Education, Nirjuli	exam.vkcten@rgu.ac.in
42	Wangcha Rajkumar Government College, Deomali	exam.wrgcd@rgu.ac.in
43	Zion Institute of Nursing, Nirjuli	exam.zinn@rgu.ac.in

5. **Students of Departments/ Institute/ Centres** should email their copy of answer script (only in PDF format) to their respective HoD/ Director/ Coordinator's email address allotted by the university, marking a copy to respective email address designated for Controller of Examinations for each Department/ Institute/ Centre.

    a. **The email ids allotted to HoDs/ Director/ Coordinators by the university is given in section "Distribution of Question Paper" Item No. 4**

    b. **The email ids allotted to CoE for Department/ Institute/ Centre is given in Item No. 7 in this section.**

6. Illustration - I am a student of Arunachal Institute of Tribal Studies, then I will email my answer scripts to

    To - director.aits@rgu.ac.in
    Cc - exam.aits@rgu.ac.in

7. Email Addresses allotted to Controller of Examinations (CoE) for Departments/ Institute/ Centre

Sl. No.	Name of the Institute	Email Id
1	Arunachal Institute of Tribal Studies	exam.aits@rgu.ac.in
2	Centre with Potential for Excellence in Biodiversity	exam.cpeb@rgu.ac.in
3	Department of Anthropology	exam.anth@rgu.ac.in
4	Department of Botany	exam.bot@rgu.ac.in
5	Department of Chemistry	exam.chem@rgu.ac.in
6	Department of Commerce	exam.com@rgu.ac.in
7	Department of Computer Science & Engineering	exam.cse@rgu.ac.in
8	Department of Economics	exam.eco@rgu.ac.in
9	Department of Education	exam.edu@rgu.ac.in
10	Department of Electronics & Communication Engineering	exam.ece@rgu.ac.in
11	Department of English	exam.eng@rgu.ac.in
12	Department of Fine Arts & Music	exam.fam@rgu.ac.in
13	Department of Geography	exam.geo@rgu.ac.in
14	Department of Geology	exam.geog@rgu.ac.in
15	Department of Hindi	exam.hin@rgu.ac.in
16	Department of History	exam.his@rgu.ac.in
17	Department of Management	exam.man@rgu.ac.in
18	Department of Mass Communication	exam.mcom@rgu.ac.in
19	Department of Mathematics	exam.math@rgu.ac.in
20	Department of National Security Studies	exam.nss@rgu.ac.in
21	Department of Physical Education	exam.ped@rgu.ac.in
22	Department of Physics	exam.phy@rgu.ac.in
23	Department of Political Science	exam.pol@rgu.ac.in
24	Department of Psychology	exam.psy@rgu.ac.in
25	Department of Social Work	exam.swrk@rgu.ac.in
26	Department of Sociology	exam.soc@rgu.ac.in
27	Department of Zoology	exam.zoo@rgu.ac.in

Instruction for post examination submission

1. Once you have completed your examination within the stipulated time, staple/ stitch all the pages in the chronological order and keep it for onward submitting. Utmost care should be taken to maintain the serial ordering of the pages while stapling/ stitching your answer scripts.

2. Any changes in the answer script after online submission shall be considered as unfair means and such answer scripts shall not be considered for evaluation.

3. The students will have to submit hard copies of all the answer scripts together in a single packet within 3 working days after completion of their last examination to their concern Head/ Director/ Coordinator/ Principal of the University Department/ Institute/ Centre/ College.

Mock Test

A mock test should be conducted by concern Department/ Institute/ Centre/ College by notifying a date and time. The details of the Mock Test are as given below.

- The Mock Test should be conducted by sending a sample question paper for a duration of one hour.

- Mock Test - One and Half hour. One hour for exam and half an hour for preparing the answer script in PDF format and mailing to the designated email addresses.

- The test should be conducted as per the procedures mentioned in the preceding sections.

- The mock test is being conducted to familiarize the students so that they can appear for the actual online examination with ease and smoothly. Students should be advised to take the mock test without fail.

IMPORTANT INSTRUCTIONS

All the students intending to appear for RGU Online Examinations 2020 are advised to go through this section with utmost care and abide by all the instructions herein.

1. All eligible students, as per the notification of respective Department/ College/ Institute/ Centre, shall be eligible to appear for their examinations through online/blended mode (pen-paper & Online).

2. To appear for the online examinations, students should have at least a smart phone/laptop/desktop with 3G/4G or broadband internet connectivity.

3. The list of eligible students to appear in online examinations database shall be as per list submitted by the colleges/ department concerned.

4. Date sheet/ routine for online examinations shall be as per the notifications that would be issued from the O/o The Controller of Examinations, Rajiv Gandhi University.

5. Duration of the examination shall be Four hours (3 hours for examination plus one hour for reprographic tasks).

6. For online blended mode of examination following points may be noted carefully:

   a) Student shall appear online examinations in their respective semester papers from their respective station/home on the notified dates/ routine.

   b) Eligible students will have to submit their valid email id and mobile number.

   c) Question papers can be accessed only at the time of commencement of examination as per the schedule notified by the university.

   d) The students shall write their answers in plain paper (A4 size) in not more than 20 pages and with word limits as specified below:
   - Notified vide No. Exam/3310/Online/2020 dated 26th August 2020

Sl. No.	Marks against Question	Maximum No. of Words
1.	Up to 5 marks	50
2.	up to 10 marks	200
3.	up to 15 marks	300

   e) The students should write their Name, Roll.No., Name of the Subjects, Paper No/Code, Date of Examination neatly and correctly on the top of the answer script/paper in the Cover/ First page. On subsequent pages of the answer script, Roll. No. with signature should be written.

f) Serial No/Question No. of the answer should be clearly and correctly mentioned while answering/ writing.

g) The scanned copy of the answer script(s) only in PDF format should be emailed to the designated email Ids within the stipulated time.

EXAMINATION PREPAREDNESS

Examination Kit

- Pen/pencil/eraser/sharpener
- Twenty (20) sheets of A4 size paper (twenty (20) writing pages) unruled.
- Write your ROLL NO and signature at the top of each page.
- Identity/Admit card (optional)
- Writing board/ pad/ stapler or tag for stapling / tagging your answer script.
- Phone and Laptop fully charged
- Phone stand if mobile is used along with power bank if any
- Arrange isolated room without any external disturbances or noise for writing exam peacefully.
- Arrangement for scanning the answer scripts. If smartphones are used scanner apps like AdobeScan, HP Smart Scan etc. should be used.
- Rough worksheet
- Pagination of each page
- Write only on one side of page
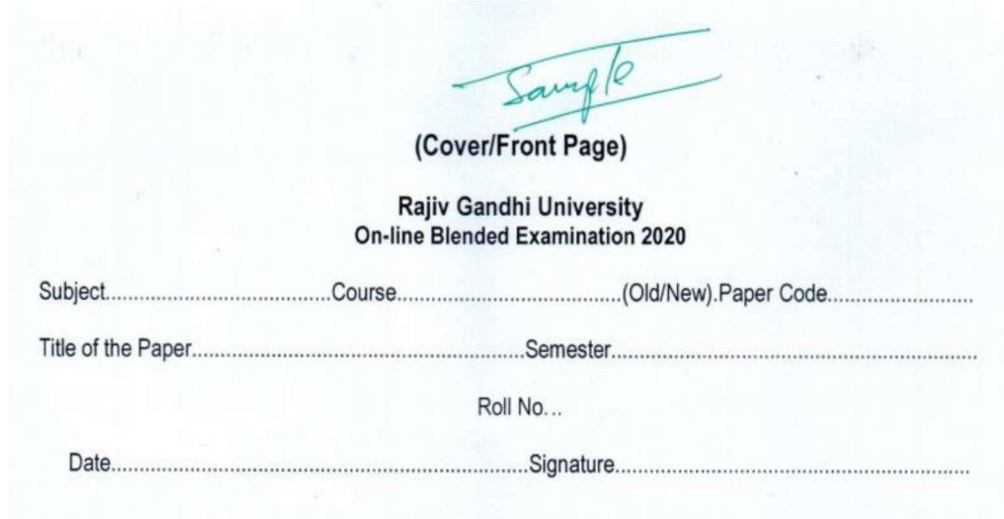- Cartography tools, statistical table, chart/ graph paper etc. as per subject requirement.

Internet Connectivity

- Internet connectivity is required only during the start of examinations for receiving the question papers and at the end of the examination for uploading the answer scripts.
- Student should make arrangement for having access to internet on that day for appearing for the online examination.
- Internet connectivity with at least 512 kbps – 1 mbps or higher is preferable.
- Attempt should be made to be in such areas/ house/ rooms where network bandwidth is better if available.
- Make sure that you have good internet connectivity.
- Stop all applications running in your computer/mobile to avoid any connectivity issues due to multiple applications.

ANSWER SCRIPT

Sample Answer Script

- The first page of the answer script should be as shown below.
- The Sample Copy of the Answer script can also be downloaded from the university website.
- The details as specified herein should be legibly written.

Sample

(Cover/Front Page)

Rajiv Gandhi University
On-line Blended Examination 2020

Subject..............................Course..................................(Old/New).Paper Code.........................

Title of the Paper...Semester..

Roll No...

Date...Signature..

- Subsequent pages should be as per the sample given below.

(In every page on top) write the following:

Roll No..Signature...

- is lost once the section 1 is downloaded, if student does not close the browser/ app.
- Students can continue writing their answers and upload their answer scripts as per their convenience.
- The duration of the examination is 4 hrs. (3 hrs. for examination + 1 hr. for scanning and uploading of the answer scripts).
- Students will not be able to upload after the completion of the time slot allotted for the examination.

CONTACT DETAILS

The Controller of Examinations

Rajiv Gandhi University

Rono hills, Doimukh,

Arunachal Pradesh – 791 112

Email – coe@rgu.ac.in