

**Directorate of Distance Education**  
**University of Kashmir**  
Naseem Bagh, Hazratbal, Srinager-190006

**INSTRUCTIONS FOR ONLINE EXAMINATION**

**(For the candidates appearing in semester 4<sup>th</sup>, Batch 2017 enrolled through DDE)**

**[for remaining papers]**

Candidates are advised to go through the following instructions carefully and make themselves understand properly before proceeding to examination:

- 1. Every question will be having a timer attached to it at the top of your device's screen displaying the remaining time for the question which upon its expiry shall lead you automatically to the next question.**
- 2. Candidates are requested to keep track of the remaining time of the current question being attempted by them as well as the remaining time of the paper in itself.**
- 3. Each open elective (OE) paper will be having 25 questions except MM17014OE which has 20 questions. ENG17406DCE will be having 20 questions only.**
4. Question paper link shall be available as per date and time on the official website of Directorate of Distance Education [www.ddeku.edu.in](http://www.ddeku.edu.in) > **Announcements**.
5. Candidates are advised to access our website preferably through updated Google Chrome browser for smooth conduct of examination.
6. No online question paper shall be available for candidates before or after the scheduled time.
7. Candidates are required to have their email id and cell no active for registration at the time of examination.
8. The candidate shall expect no help regarding any question during the examination from the coordinator or examiner. If there is any grievance regarding any question or candidate thinks it is out of prescribed syllabus, it shall be discussed and resolved later.
9. This is not the proctored examination and you are not watched physically by the examiner, but this is the model of examination in which the system trusts the learner that he/she shall abide the rules, norms and honor the sanctity of examination and respect the efforts of educational institutes by not adopting the unfair means particularly during these unprecedented times. If the honor code is violated intentionally, it will be detrimental for the underlying cause for conducting online examinations during these crises and will further create problems for both learners and institutions.
10. If any candidate is found using unfair means during the process of examination, his/her examination shall be cancelled and consequently be barred for appearing in other courses and shall be dealt with the existing guidelines and punishments formulated for such offences by the University from time to time.
11. For the convenience of students, **Online Grievance Redressal Mechanism** is created to which a candidate can contact during the course of examination, if he experiences any technical or other issue.

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12. It is recommended that do not waste your time by trying to help other classmates through different means. This is the job of examiner to help any examinee whosoever faces the problem.
13. It is also advised to keep only necessary tabs/windows or apps open on your device/browser like question paper tab and close the rest of the tabs/windows during the examination for smooth experience of internet network.
14. The request of missed candidates for examination can be entertained only after ascertaining the genuineness of cases.
15. In case of any issue with mobile phone / laptop etc. during the course of examination, a candidate should immediately call to **Control Room** on following numbers:  
**9596008076, 9541833367, 9419763548**  
Candidates can also reach to us through email [examination@ddeku.edu.in](mailto:examination@ddeku.edu.in)
16. In case of any clarification / query regarding the online examination, please feel free to contact **Coordinator Examination Dr Mohammad Altaf Ahanger at 9419763548**
17. Lastly, we hope that every student shall display considerable level of discipline and maintain the secrecy and sanctity of examination.

**Sd/-**  
**Director**  
**(Prof. Tariq A. Chishti)**

No. F(instructions) DDE/KU/2021/01  
Dated: 23-005-2021