



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

No.: DU/ RG/B.01.04/2020/4021

Date: 22.09.2020

NOTIFICATION

Sub: Standard Operating Procedures (SoPs) for conduct of 6th Semester Examinations of the BA, B.Sc. and B.Com Programmes, 2020 in Offline and Online modes.

Ref. Notification issued vide No. DU/ RG/G.01.01/2020/4018, dated 21.09.2020

The Standard Operating Procedures (SoPs) for conduct of 6th Semester Examinations of the BA, B.Sc. and B.Com Programmes, 2020 in Offline and Online modes are enclosed herewith as *Annexure-A* and *Annexure-B* respectively for information of all concerned. Compliance of the conditions laid down in the SoP (s) is mandatory for all.

Issued with due approval.

Encl. As stated above.

H.C. Mahanta
22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Advisor (Education), Govt. of Assam, Dispur, Guwahati, Assam.
3. The Secretary to the Hon'ble Chancellor, Dibrugarh University.
4. The Deans, Dibrugarh University
5. The Controller of Examinations, Dibrugarh University for information and necessary action.
6. The Director, College Development Council, Dibrugarh University for information and necessary action.
7. The Director, DODL, Dibrugarh University, for information and necessary action.
8. The Director, IQAC, Dibrugarh University, for information.
9. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for information and necessary action.
10. The Joint Registrar (Academic), Dibrugarh University, for information and necessary action.
11. The Joint Registrar (Admn.) Dibrugarh University, for information.
12. The Joint/Deputy Controllers of Examinations (C & A i/c), Dibrugarh University for information and necessary action.
13. The Deputy Registrar (F and A), Dibrugarh University, for information and necessary action.
14. The System Administrator, Dibrugarh University, for information and necessary action.
15. The Programmer, Dibrugarh University, to upload the notification in the website.
16. File

H.C. Mahanta
22.9.2020
Principal i/c
Namrup College

H.C. Mahanta
22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University




OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

**Standard Operating Procedure (SoP) for Conduct of 6th Semester
B.A./B.Sc./B.Com. Examinations, 2020 in Offline Mode**

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. Examinations, 2020 in Offline Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Physical distancing of at least 6 feet to be followed by the Examinees, Invigilators and other Staff in the Examination Halls.
4. Use of Face Covers/Masks to be made mandatory by the Examinees, Invigilators and Staff.
5. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty should be followed. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
6. Spitting shall be strictly prohibited.
7. Keeping in view the physical distancing norms, the Examination Centres should use the maximum rooms/examination halls to ensure proper seating arrangement for examination.
8. Adequate manpower shall be deployed by the Examination Centres for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of examinations.
9. Persons with COVID-19 like symptoms shall not be allowed to enter the Examination Centres.

For display in
the notice Board


24/09/2020
Principal i/c
Namrup College

10. The Examination Center must have a designated isolation room for isolating any person who is found symptomatic during examination, till such time medical advice may be sought.
11. Enough Entry and Exit Gates for the Examinees, Invigilators and Staff shall be ensured to avoid overcrowding.
12. For pen & paper based tests, the invigilator will sanitize his/her hands prior to distribution of question papers/answer scripts. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer scripts, at every stage will involve sanitization of the hands. The answer scripts will preferably be opened up after 72 hours have elapsed post collection of papers.
13. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
14. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
15. Use of spit/saliva for counting/distributing Question Papers/Answer Scripts/Additional sheets shall not be allowed.
16. Sharing of personal belongings/stationery/Calculators shall not be allowed.
17. On completion of exam, the candidates should be permitted to move out in an orderly manner.
18. Examination hall and other common areas shall be sanitized each time before and after examination.
19. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
20. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.

for display in
the notice board
of

24/09/2020
Principal i/c
Namrup College

H. C. Mahanta
22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University

**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH****Standard Operating Procedure (SoP) for Conduct of 6th Semester B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode**

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case, a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Candidates intending to appear in the B.A./B.Sc./B.Com. 6th Semester Examinations, 2020 in **ONLINE** mode shall have to register themselves in the **Online Registration Portal** given in the website **www.dibru.ac.in**. **The Portal for Registration by intending candidates shall be activated on 28.09.2020 (by 11.00 A.M.)**.
4. The last date of Registration for Online Examination is **30.09.2020 (till 11.59 P.M.)**. The Registration Portal shall be automatically closed after the deadline.
5. After submitting the required information by the candidates in the online portal, the login id and Password shall be sent to their Registered Mobile Number (RMN) only.
6. The candidates shall be able to view the Question paper as per the Time Table only.
7. Candidates shall have to write Answers on A4 size papers (**only one side of the pages**) and need to write the following information as per the order below --

- (i) Examination Roll No.
- (ii) Registration No.
- (iii) Name of the Subject:
- (iv) Major/General:
- (v) Course Code (As per the Question Paper) :
- (vi) Date :
- (vii) Self Signature :

For display in
HCU notice board
24/09/2020
Principal i/c
Namrup College

The above information should be written on each page. *Page Numbers should be given by the candidates on each page.* Candidates are advised to prepare their Answer Scripts before commencement of the Examinations.

Blurred/illegible Answer Scripts shall not be accepted for evaluation.

8. Candidates are advised to write only with **Black Ball Point Pens**.
9. The candidates shall '**scan**' or '**take photograph**' of the answer scripts clearly by their Mobile Phone.
10. Candidates shall upload the photograph or scanned Answer Scripts in PDF format from their own login ID. This process shall have to be completed **within 30 minutes** from the completion of the exams, after that the portal will not accept the answer scripts. **No other form, except the PDF format shall be accepted.**
11. After uploading the Answer Scripts, '**successfully uploaded**' message shall be displayed.
12. *Candidates shall have to rename the pdf file (Answer Scripts) before uploading and the name of the file should be the Examination Roll No., the Name of the Subject (Major/General) and the Course Code in that order.*

For example, a candidate with Roll No.10610010 appearing in the subject Physics (Major) having Course Code 601 shall have to rename the pdf file as:

10610010Physics(M)601

13. **Dibrugarh University shall not be responsible for slow/poor internet connectivity or power failure.** However, the University advises the candidates to ensure that he/she is at a convenient place having good internet connectivity/uninterrupted power supply and have a device with sufficient blank space in the Mobile and Mobile data.
14. Candidates may submit their Answer Scripts to the nearest Examination Centre holding B.A./B.Sc./B.Com. Examinations, 2020 under Dibrugarh University within 30 minutes from the completion of the exams, if he/she fails to upload the Answer Scripts in the portal in a **sealed envelope (should be at least A-4 size)** mentioning the following details on the top of the envelope:

- (i) Examination Roll No.

- (ii) Registration No.
- (iii) Name of the Subject:
- (iv) Major/General:
- (v) Course Code (As per the Question Paper) :
- (vi) Name of the Examination Centre (As per the Admit Card):
- (vii) Date :
- (viii) Self Signature :

The envelope should be properly sealed with Brown/Black Tape. Envelopes without proper seal are not to be accepted by the Officer In-Charge of the concerned Examination Centre.

15. The Officer In-Charge of the respective Examination Centre will arrange to issue an acknowledgement receipt to the candidate clearly stating the time of receipt of the Answer Script is within the time specified for submission in the Examination Centre.

It is the responsibility of the candidate who submits his/her online Answer Script in an Examination Centre to get an acknowledgement from the concerned Officer In-Charge of Examinations. The University will not accept any other receipt for any purpose, issued by any one else, whatsoever, if, required in future. This is to be done in case the candidates (s) fail (s) to submit the Answer Script (s) online only.

16. Candidates once registered to appear the Examinations in Online mode will not be allowed to shift to the Offline mode or vice-versa under any circumstances.

H.C. Mahanta
22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University

[Signature]
24/09/20
Principal i/c
Namrup College