

NOTIFICATION

**Standard Operating Procedure (SoP)
For conducting MBA (Part Time) Examination in the Online & Offline mode**

This SOP will be used at the Exam Centres that will conduct the MBA (PT) Year End Examination, 2020 in the online and offline mode. **Examination will be held for 40 marks. Examination will be of two hours duration. Students have to inform beforehand to the Centre if they wish to appear in the examination in online mode.**

The Exam Process in Offline Mode

The candidates will follow all COVID 19 Guidelines for safe conduct of the examination in offline mode including mandatory wearing of masks. The Centres will make adequate arrangements to see to it that social distancing norms as well as other COVID 19 norms are followed.

Prerequisites for Conducting the Examination in Online Mode

A Separate Google Classroom will be created. All examinees will join the Classroom using their approved email ids. The examination will be conducted by creating an assignment. The assignment will have a deadline for submission. Students will have to upload the scanned copies of their answers in the particular assignment.

The Exam Process in Online Mode

1. It will be checked if all the candidates have joined the Classroom using their approved email ids.
2. The Google Meet link will be activated in the Classroom which will be used by the candidate to join the meeting for the examination. Video & Audio will be turned on by the examinees for the purpose of proctoring. The Google Meet link will be shared with the CoE, Dibrugarh University.
3. Candidates will have standard A4 size paper ready with them. The top of every page will contain the Roll Number, the Course Code, the Course Name, the Date and the Page Number written clearly and legibly. Page Number format is page number/total pages. They should use a Black Pen and write on one side for better scanning and readability. Answers will be written from the first page itself. Candidates will not write their name anywhere in the answer script.
4. The Question Paper will be uploaded as an Assignment 5 (five) minutes before the start of the exam.
5. Candidates will be given 120 (one hundred and twenty) minutes to answer the questions. The candidates should answer questions worth 40 marks as per their choice. If candidates answer for more than forty marks, only the first forty marks would be evaluated.

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6. Candidates will scan their answer scripts into a single PDF file and name the file with their Exam Roll Number. For e.g., if the Exam Roll Number is 18213001, scanned pdf file will have the name 18213001.


7. Candidates will be given additional 15 minutes after the exam is over to scan the answer script and upload it in Google Classroom. They should upload the answer script only once. As such, the candidate should be instructed to scan and upload the answer script with due diligence.

Post Examination Process

1. The Officer-in-charge of the Exam Centre will arrange to take print-outs of the answer scripts for each candidate appearing in online mode from the uploaded soft copy.

2. All printed answer scripts of the candidates appearing in online mode along with the answer scripts of the candidates appearing in offline mode will be carefully checked and sent to the Controller of Examinations / Zonal Officer for evaluation along with a top-sheet. The top sheet should clearly specify the candidates appearing in online and offline mode separately.

Issued with due approval.



(Dr. A. Baruah)
Controller of Examinations i/c
Dibrugarh University

Ref. No.: DU/Ex/SOP/MBA-PT/ online & offline/2020/

Date : 22.10.2020

Copy to –

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Registrar, Dibrugarh University for favour of information.
3. The Controller of Examinations, Dibrugarh University for information.
4. The Chairperson, Centre for Management Studies, Dibrugarh University for information.
5. The Registrar / Director/ Principal NERIM College, ISBM Guwahati for information and request to circulate among the students.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information.
8. The System Administrator, Dibrugarh University for information and necessary action.
9. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
10. Office File.


(Dr. A. Baruah)
Controller of Examinations i/c
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