

NOTIFICATION

Standard Operating Procedure (SoP) For conducting 4th Year BHMCT Examination in the Online mode

This SOP will be used at the North East Institute of Management Science Examination Centre that will conduct the 4th BHMCT Examination, 2020 in the **online** mode. The **Students shall attempt 50% of the Questions i.e. of 50 marks in each paper within 2 hours.**

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 Controller of Examinations, 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 Name, Page Number and the Date 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 **50** marks as per their choice. If candidates answer for more than fifty marks, only the first fifty marks would be evaluated.

Roll: 18213001	Page: 1/5
Room Division Management	02.11.2020

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 will be carefully checked and sent to the Controller of Examinations / Zonal Officer for evaluation along with a top-sheet..

Issued with due approval.

(Handwritten signature)
29/10/2020
(Dr. P.K. Kakoty)
Controller of Examinations
Dibrugarh University
(Handwritten initials)

Ref. No.: DU DU/Ex/SOP/BHMCT/ online /2020/

Date : 29.10.2020

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 Director, NEIMS, Jorhat for information and request to circulate among the concerned Faculty & students.
4. The Joint Registrar (Academic), Dibrugarh University, for information.
5. The Joint / Dy. Controller of Examinations- C / A/c, Dibrugarh University for information.
6. The System Administrator, Dibrugarh University for information and necessary action.
7. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
8. Office File.

(Handwritten signature)
29/10/2020
(Dr. P.K. Kakoty)
Controller of Examinations
Dibrugarh University
(Handwritten initials)