



DIBRUGARH UNIVERSITY  
DIBRUGARH

**Standard Operating Procedure (SoP)**

**For conducting Online (*blended and Not Open Book*) Examinations of M.A./M.Sc./M.Com. Final Examinations 2020, 1<sup>st</sup> semester (Backlog) /3<sup>rd</sup> /5<sup>th</sup> Semester BCA Examinations 2020, 1<sup>st</sup> semester PGDCA (Backlog) Examinations 2020 & 1<sup>st</sup> & 2<sup>nd</sup> Year (Backlog) B.A. /B.Com. Examinations 2020 under DODL**

This Standard Operating Procedure (SOP) shall be used for conducting Online (*blended and Not Open Book*) Examinations of M.A./M.Sc./M.Com. Final Examinations 2020, 1<sup>st</sup> semester Backlog) /3<sup>rd</sup> /5<sup>th</sup> Semester BCA Examinations 2020, 1<sup>st</sup> semester PGDCA (Backlog) Examinations 2020 & 1<sup>st</sup> & 2<sup>nd</sup> Year (Backlog) B.A. /B.Com. Examinations 2020 under DODL, Dibrugarh University.

1. All the Examinations under DODL shall be conducted in Online (*blended and Not Open Book*) mode, covering the entire syllabus through **Google Meet** or Zoom or similar platforms and **Google Classroom**.
2. The Question papers shall be dispatched to the Officer-in-Charge of all the examination centres through **email 45 minutes** before the commencement of Examinations and the Officer-in-Charge shall immediately forward it to the Coordinators of their respective Examination centre and who shall immediately upload in the Google Classroom on the scheduled date of a particular Examination. The Question papers may also be accessed by the candidates through their Whatsapp Groups (*with their active Whatsapp number*) and join themselves with their concerned Principal or Officer-in-charge of the college / coordinator of the Examination Centre/ Study Centre to facilitate the process of the online examination. In case the candidate fails to download the Question paper from the Google Classroom platform or Whatsapp, the candidate can contact the respective Examination centre.
3. A Separate Google Classroom shall be created by the respective Examination Centre subject wise / batch wise / course wise. All examinees will join the Classroom using their approved email IDs before the commencement of the examination. The candidates need to send their valid phone No. and email ID to their respective Examination Centre accordingly. **The Examination Centre shall notify an email ID for the use of the candidates.**
4. The candidates shall have to keep the **webcam or camera of the mobile phone on continuously for monitoring** during the examination and shall sit visibly before the camera from the beginning till the completion of the examination every day. They shall have to be available before the camera **15 minutes** before the commencement of the examination and join the Google Classroom and Google Meet and they shall have to appear in the examination by maintaining discipline and complying with the instructions. If the same is not complied with,

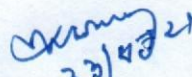


- the examination of the particular student may be cancelled. The Examination centres may use any suitable online platform **for monitoring** like Google Meet, Zoom, Cisco Webex etc.
5. The examination will be conducted by creating an assignment. The assignment will have a deadline for submission, and the candidates will have to upload the scanned copies of their answer-scripts in **PDF format** in a **single PDF file** in the particular assignment.
  6. The candidates of **B.A., B.Com., M.A., M.Sc., M.Com.** shall attempt to answer **50% of total marks** within **2 hrs (120 minutes)** for full paper and that for **half paper** shall be **one and half hour (90 minutes)**. In the event of not having questions carrying exactly 50% of the marks, the candidates shall answer questions carrying immediately next higher marks. For **BCA & PGDCA examinations**, the candidates shall attempt questions **as per instructions provided in the Question paper / Booklet**. The candidates shall write the answers in own handwriting on **A4 size plain paper** mentioning information in details as shown in **Annexure A & B**. The candidates shall use maximum **20** (Twenty Single pages). The examinees shall write the answers from the first page itself.
  7. They should use **Blue or Black Pen only** and **write on one side** for better scanning and readability. However, in the case of specific illustrations / drawings, pencils and other colours may also be used.
  8. The candidates shall have to submit the Scanned Copies of their Answer- Scripts in **PDF format** in a **single file** through the **Google Classroom link** provided by his/her examination centre from where they have downloaded the Question Paper. The candidates will scan their answer scripts **into a single PDF file** and name the file with their Exam Roll Number / UID Number, first three letters of the subject and course No. For E.g., if the Exam Roll Number is 18213001, the subject is Assamese & course No is 201, then the scanned PDF file will have the name **18213001ASM201**. The answer script should be scanned clearly and ensure that the margin should be maintained on the left and right and on top and bottom to get full view of the answer-script. The candidates should double-check the scanned answer script before submitting it. The candidates shall make the (PDF of scanned answer scripts by using **Microsoft Lens, Adobe Scanner** etc. and arrange serially pages - as Page No: 1, 2, 3....). The candidates shall have to send legible and clear PDF, and blurred answer scripts shall not be accepted and evaluated. **The answer-scripts shall be scanned in a single file**. They shall have to complete the entire process within **forty-five** minutes after the close of examination.
  9. In case, for any reason, if a student is not able to upload the answer-scripts in the Google Classroom ID, the same can be sent in PDF format **in a single file** at the **designated email address** (to be provided by the respective Examination centre). However, this option may be exercised only in case of any emergency.



10. The answer-scripts shall not be accepted if not sent and received within the stipulated time, and **late submission of answer-scripts shall be referred to a Committee for a necessary decision, and non-compliance may lead to cancellation of his/ her examination.**
11. The candidates shall preferably use suitable devices for downloading the Question papers and facilitating monitoring of the Examinations Centres. The candidates are strongly advised to be stationed in a good network area during examination period. The University shall not be responsible for poor internet connectivity and inconveniences for the same.
12. The candidates shall have to submit the correct personal email id and mobile number to the respective Examination centre and **answer scripts if not sent from registered email id, shall be rejected.**
13. The answer-scripts shall be preserved by the candidates and shall submit to the examination centre as and when called for.
14. The candidates are informed to visit the website **www.dibru.ac.in & www.dodldu.in** regularly for further notifications and information.
15. The Practical Examinations shall be conducted centrally by DODL, DU, and the date for the conduct of Practical Examinations shall be notified through www.dodldu.in in due course of time.
16. The candidates are advised to strictly follow the specimen of the answer scripts to be used by them and shall fill up the same before the examination to save time on the day of the examinations and prepare answer scripts in the format before commencement of the examinations. They shall not put any unnecessary sign/ mark/ mobile no. etc on the answer script.
17. The specially-abled candidates shall be entitled to compensation time of maximum 20 (twenty) minutes per hour of the examination. Details of eligibility and other information are available at www.dibru.ac.in.
18. **All instructions are to be followed strictly and, non-compliance with the same shall lead to the cancellation of the examination.**
19. The DODL/ Examination Centre / Study Centres shall take all necessary actions to ensure the sanctity of the examinations as per their own convenience/ provisions.
20. The candidates are advised to get clarified their doubts on the above procedures, if any, from the DODL / Examinations Centre / Study Centre before the commencement of the examination.

Issued with due approval.

  
(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University

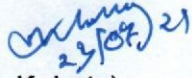


Memo No.: DU/EX/CoE/SOP/Online/DODL/2020/2021/570

Date: 23.07.2021

**Copy to:**

1. The Hon'ble Vice - Chancellor, Dibrugarh University for favour of information.
2. The Chairperson of the Committee constituted for advising the University regarding the mode of conduct of Examinations under DODL, Dibrugarh University for kind information.
3. The Registrar, Dibrugarh University for kind information.
4. The Director, DODL, Dibrugarh University for information and necessary action.
5. The Director, College Development Council, Dibrugarh University for information.
6. All the Members of the Committee for information.
7. The Principals / Directors of all the Examination Centre and Study Centres under DODL, DU for information and necessary action.
8. The Joint Registrar (Academic), DU for information.
9. The Joint /Deputy Controller of Examinations C/A/B i/c , DU, for information and necessary action.
10. The System Administrator, Dibrugarh University for information and necessary action.
11. The Programmer, Dibrugarh University, to upload the notification in the Dibrugarh University website.
12. The Assistant Registrar (Exams), DU for information & necessary action.
13. The Assistant Controller of Examinations, DU for information and necessary action.
14. The Section Officer, Examination B, DU for information and necessary action.
15. Office File.

  
(Dr. P.K. Kakoty)

Controller of Examinations  
Dibrugarh University



**DIBRUGARH UNIVERSITY**

**Annexure (A)**

**Format of Answer-Script to be used by the student**

- i) University Roll No./Unique ID (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_
- ii) Registration No. of D.U. \_\_\_\_\_ (iii) Year/Semester (Regular/Backlog) \_\_\_\_\_
- (iv) Name of the Paper / Course \_\_\_\_\_
- (v) Code of Paper/Course (mention programme) \_\_\_\_\_
- (vi) Total No. of Pages written by candidate \_\_\_\_\_ (vii) Full Signature of the Student \_\_\_\_\_
- (viii) Email ID \_\_\_\_\_ (ix) Phone No. \_\_\_\_\_
- (x) Date of Exam \_\_\_\_\_ Year \_\_\_\_\_

**Entry of Marks:**

Question No.														Total Marks
Marks														

Signature of Examiner in full:.....

Annexure (B)

Page No \_\_\_\_\_

Full Signature of the student \_\_\_\_\_

Roll No. (in figures) \_\_\_\_\_ Name of the Paper with Code \_\_\_\_\_

