

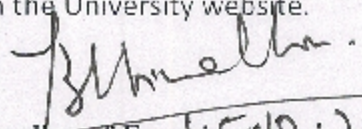


Important Guidelines/SOP for conduct of UG 6th Sem./Annual (Terminal Sem./year) online MCQ based examinations October, 2020.

1. The Students will be advised to follow the below instructions:
 - (i) Do not fold the OMR Sheet.
 - (ii) Students must take care and ensure that all the details in OMR sheets, wherever required, are correctly filled in by them.
 - (iii) Students can detach carbon copy of OMR sheet and carry with them
 - (iv) Cutting/erasing in OMR sheet is not permissible.
 - (v) The University will upload the Test Booklet and Answer Key on the University website after 24 hours of examination. The students can point out the discrepancy/make complaint, if any, within 24 hours of the uploading of Answer Key by the University. No complaint/discrepancy shall be entertained after the gap of 24 hours.
 - (vi) For each Test Booklet, separate OMR sheet shall be utilized by the student.
2. Test Booklet and OMR sheets are to be distributed according to the Timings as indicated on Date-sheets. After the first Test Booklet and OMR sheet is used and handed over only then the 2nd or 3rd Test Booklet and OMR sheet be distributed.
3. Test Booklet and OMR sheets be packed separately of same QPID and then must be packed in the cloth bag with marking of QPID, Course name, date & examination centre on the cloth bag also.
4. If any student is COVID⁺, he/she will have to inform the Director/Principal of the College concerned alongwith the valid Medical Papers/Certificate. The Director/Principal will further inform the same to the University one day before the examination alongwith full details of the student(s) i.e. Roll No., Course Name, Semester/year, e mail id, contact No., etc.
5. The College Principal will also ensure that all the OMR sheets concerning their examination centre(s) have been collected from the concerned Nodal Centre a day before the start of examination.

Contd..p.2

6. The Supdt.-in-Chief/Centre Supdt. will ensure that the OMR sheets as well as Test booklets are distributed in increasing order and are opened in continuity of Serial Number.
7. The Observer, Nodal Centre would ensure that Used OMR sheets as well as Test Booklets are submitted to the concerned Nodal Centre on the same day after the examination.
8. After the examinations are over, the College would keep the remaining unused Test Booklets as well as OMR sheets in their safe custody and deposit the same to the University after completion of examinations.
9. The online examinations will be managed and monitored by the University at its own level/hired agency.
10. Standard Operating Procedure (SOP) for online examination have already been circulated amongst all colleges and these are also available on the University website.


Controller of Examinations 5/19/2020