No. CUJ/CoE/2020/276/ 14 50

Date: 28/1/21
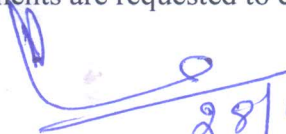
## SOPS FOR CONDUCTING ODD SEMESTER EXAMINATIONS 2020

### Before Examinations

1. Student are required to arrange Laptop/Desktop/Mobile phone with active network connection.

2. The student should ensure their paper and confirm the same with the office of Controller of Examinations.

3. The online examinations time is scheduled for 2 h.

4. The questions paper containing 10 MCQ of 2 marks each, 10 of descriptive type question of 5 marks each, 8 needs to be answered within 140-150 words.

5. All parts of a question shall be answered in the same place.

6. A4 sheets may be arranged by the student to write the answers.

7. The question paper shall be provided 10 minutes before the exact examination timing. Student are advised to check the link and in case of any difficulty mail to HoD/Dean of the concerned school or contact concerned faculty member.

8. Student should check charging/internet access status prior to commencement of Examination.

9. It is advisable to all students appearing in Examination to download and learn to operate any scanner software for uploading the answer scripts with minimum size, time and good quality picture.

### During and after the Examination:

1. Students must ensure to write their Registration number, Paper name and code on the left hand top of the answer sheet.

2. Students have to use only blue/black pen preferably bold so that scan/photograph can be visualized clearly during the evaluation.

3. Students must complete the MCQ examinations and upload it and then write long questions then again upload on the Google Classroom/mail within scheduled time. 10 minutes extra time is provided for uploading. Ideally answer sheet should not be of more than 5 pages.

4. If a student fails to upload and send the answer in the stipulated time, he/she shall not be considered for evaluation.

5. Any such case/student will be assessed and evaluated OFFLINE at University campus, after normal functioning is restored.

6. Only hand-written answer will be evaluated, if evaluator finds any scanned pre-typed materials, such answer sheets will not be considered for the evaluation.

7. Any doctored activity will lead to cancellation of assessment & evaluation.

8. Students should submit the hard copies of answer scripts after completion of all examinations to the Head of the Departments. All the Head of the Departments are requested to cooperate.

28/01/2021

CONTROLLER OF EXAMINATIONS