Ref. No. CoE/Ex/MSSV/03/2014/N/356   Date: 23-04-2021

GUIDELINES FOR CONDUCT OF THE END – SEMESTER EXAMINATIONS

In view of the prevailing conditions related to the **COVID-19 Pandemic** the **Current Semester Examinations** shall be **conducted and completed** as per the following **guidelines**:

1. The End-Semester Examinations (Theory) shall be conducted through **online mode** (**Google Classroom** Environment).

2. Each student must have a **Google account** (Gmail), if they don't have one yet they are advised to create one. The Google account must contain the **official name of the student**.

3. Question paper shall be uploaded **05 Minutes** prior to the start of the Examination, so that the students can download the question paper.

4. The students will be writing the answer scripts in his / her own handwriting preferably in **A4 size paper**. **Each page of the answer script must be of same size**. Each answer script shall have a **cover page**. The cover page must contain the following particulars: **Examination, Department, Roll No., Course Code & Title, Date of Examination, Total Number of pages in the answer script** (excluding the cover page) **and Signature of the Student**. Each page of the answer script must have **Roll No., Course Code, Date of Examination, Signature of the student and Page No.** written in the top margin of the each page of the answer script. **Any page without the above details shall not be evaluated**. (*A sample cover page and a page of the answer script can be found below for reference.*)

5. The students shall scan all the pages serially including the cover page and combine all into a single **PDF file** and upload the same within the stipulated time in the Google Classroom. **The students must take care so that the scanned pages are distinct and readable.** The PDF file name should include the **Roll No.** (without '/') and **Date of Examination** (within bracket). [For Example, if **Roll No. of a student is ECO-01/18** and **Date of Examination of a course is 2nd May 2021**, then the **pdf file name** should be **ECO-0118(02-05-2021)].**

6. At the end of the Examinations for uploading the scanned answer scripts in the Google Classroom the students shall be given **30 minutes** of time.

7. The students should, in advance, ensure availability & reliability of network service in the location from where they are appearing the Online Examination, function-ability of their personal electronic equipment and devices such as laptop, mobile phone and availability of application software needed for the Examination.

8. However, in case a student is unable to appear in the Examination conducted by the University on the schedule date for a **Genuine Reason(s)**, he / she shall be given an opportunity to appear in **special examinations** for such course(s), which shall be conducted by the university as and when feasible, so that the student is not put to any inconvenience / disadvantage. The student must inform (through email) about his / her inability to appear with the reason to the Head / Head (i/c) of the Department concerned prior to the start of the Examination. **The above provision shall be applicable only for the current academic session as a one-time measure.**

9. Guidelines for conduct and completion of **Practical / Dissertation / Field Study / Project / Seminar** etc. Examinations shall be notified by Department concerned with due approval from the competent authority. **The Practical / Dissertation / Field Study / Project / Seminar etc. Examinations must be completed prior to the start of the Theory Examinations**.

10. **Mock Examination / Test should be conducted well in advance by the Departments so that the students get familiar with the proposed system and the End-Semester Examination can be conducted smoothly.**

Issued with due approval.

Sd/-
Assistant Controller of Examinations
MSSV, Nagaon

Copy to:
1. The Hon'ble Vice-Chancellor, MSSV for favour of information.
2. The Registrar, MSSV for favour of information.
3. The Deputy Registrar (Admin), MSSV for favour of information.
4. The Deputy Registrar (Academic), MSSV for favour of information.
5. The Head / Head (i/c) of all the Teaching Departments, MSSV for information & for making necessary arrangement for smooth conduct of the Examinations in ONLINE MODE.
6. The Assistant Registrar (Academic), MSSV for favour of information.
7. The Coordinator, IQAC, MSSV for favour of information.
8. Dr. Santanu Kalita, Head (i/c), Department of Computer Application, MSSV with a request to upload in the University website.
9. Notice Board
10. Office file

Assistant Controller of Examinations
MSSV, Nagaon

SAMPLE COVER PAGE

Examination	2nd Semester MA Examination
Department	Philosophy
Roll No.	PHIL-01/19
Course Code	MA-PHIL-02-201
Course Title	Indian Epistemology
Date of Examination	01-09-2020
Total No. of Pages	5 Nos.
Signature of the Student	Signature

Roll No.	Course Code	Date of Examination	Signature	Page No.
PHIL-01/19	MA-PHIL-02-201	01-09-2020	Signature	1

SAMPLE PAGE OF ANSWER SCRIPT