




OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

**Standard Operating Procedure (SoP) for Conduct of 2nd and 4th Semester
B.A./B.Sc./B.Com. Examinations (Backlog), 2020 in Offline Mode**

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. (Backlog) Examinations, 2020 in Offline Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Physical distancing of at least 6 feet to be followed by the Examinees, Invigilators and other Staff in the Examination Halls.
4. Use of Face Covers/Masks to be made mandatory by the Examinees, Invigilators and Staff.
5. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty should be followed. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
6. Spitting shall be strictly prohibited.
7. Keeping in view the physical distancing norms, the Examination Centres should use the maximum rooms/examination halls to ensure proper seating arrangement for examination.
8. Adequate manpower shall be deployed by the Examination Centres for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of examinations.
9. Persons with COVID-19 like symptoms shall not be allowed to enter the Examination Centres.

10. The Examination Center must have a designated isolation room for isolating any person who is found symptomatic during examination, till such time medical advice may be sought.
11. Enough Entry and Exit Gates for the Examinees, Invigilators and Staff shall be ensured to avoid overcrowding.
12. For pen & paper based tests, the invigilator will sanitize his/her hands prior to distribution of question papers/answer scripts. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer scripts, at every stage will involve sanitization of the hands. The answer scripts will preferably be opened up after 72 hours have elapsed post collection of papers.
13. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
14. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
15. Use of spit/saliva for counting/distributing Question Papers/Answer Scripts/Additional sheets shall not be allowed.
16. Sharing of personal belongings/stationery/Calculators shall not be allowed.
17. On completion of exam, the candidates should be permitted to move out in an orderly manner.
18. Examination hall and other common areas shall be sanitized each time before and after examination.
19. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
20. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.


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