



ASSAM UNIVERSITY :: SILCHAR
EXAMINATION DEPARTMENT

NOTIFICATION

It is notified for information of all concerned that the offline TDC (Non-CBCS) 6th Semester examination together with arrear papers shall commence on and from 29th September, 2020 as already notified. The students willing to appear the said examination in ONLINE MODE may do so as per following modalities:

1. (a) The students who have submitted the exam form and found eligible, willing to appear the said examination in online mode shall submit their details (Name, Roll, Number, Subject indicating paper, whatsapp number, e-mail id) to the respective college with prescribed undertaking provided by the university **on or before 20-09-2020**. The college shall submit detail of such students to the university **on or before 22-09-2020**.
- (b) The student(s) desirous to appear online examination should ensure that they will arrange required gadgets (computer/ tab/ mobile etc), internet connectivity, power supply etc. on their own. Those (both online & offline) candidates who will appear the same will not get special chance to appear the same when situation will be normal.
- (c) Non submission of online answer script after completion of examination within stipulated time will be treated as absent.
- (d) Online student cannot switch over to offline mode and vice-versa.
- (e) There will be no reevaluation for online students.
2. The online examination shall be conducted by the college in a **GOOGLE MEET** (example) (Question paper will be given in the Google class room/ mail. Student will take print / screen shot of the question paper which can be used/ write the questions he intends to answer and then join in the Google meet. Answer sheet will be submitted in Google Class Room) as per the schedule of the offline examination at the same time. However it will be invigilated by one faculty of the college on camera who will authenticate the downloaded hard copy. This will also be countersigned by the Officer-in-Charge / Principal of the college. The authenticated downloaded hard copy shall be sent to the concerned evaluation zone by the college on the same day of examination together with the answer script of offline examination where ever available. (each and every pages of answer script should be signed by the student & invigilator). Google meet link and class room ID should be given to examination section in au.examination@gmail.com for each examination. There is a chat box for doubt in question if any. **Camera should be ON and mike should be OFF for the entire time period.**
3. The students appearing online examination shall be given extra time for preparation as under:
 - (a) 10 minutes before commencement of examination for downloading question paper.
 - (b) 20 minutes after completion of examination for uploading the answer script. **Snaps/ scanned pdf uploaded materials should be readable.**
 - (c) The students are to write Roll, No, subject & paper on every sheet of paper of the answer script which should of A-4 paper. **Answer should be hand written.** However **Practical examinations will be offline.**
 - (d) Online attendance should be taken by the invigilator and send along with answer script.
4. On the day of the examination soft copy of the question paper shall be provided to the Principal of the college for circulation amongst the online examinees.
5. The concerned college shall conduct the online examination with the existing / available infrastructure in the college. University will not provide any gadjets, internet connectivity etc.
6. Detail instruction to the colleges about conduct online examination will be issued later on.

(L. Bojen Singh)
Controller of Examinations I/c
Date : 16.09.2020

No. AUE/TDC/EVEN/2020

Copy to :

1. P.S to Vice-Chancellor for kind Information of the Vice- Chancellor.
2. Principals of all affiliated/permitted colleges under AUS.
3. Registrar/Finance Officer/Director, CDC/Librarian, AUS, Silchar.
4. System Analyst, Exam, with a request to upload the same in the website.

Controller of Examinations

Undertaking by the student opting online mode of Examination

I son/daughter of
of College a candidate of semester examination
to be held from bearing university Roll..... No..... Registration No
..... declare that:

- i. I have voluntarily opted for appearing the above mentioned examination in online mode.
- ii. I shall arrange all the facilities required (Laptop/ Desktop/ Ipad/ Mobile/ Internet connection/ power backup etc) for appearing online examination. I shall also download required software/ apps required for appearing online examination as prescribed by the university/ college. I shall ensure that the device used will be compatible with the software/ app.
- iii. I shall maintain the sanctity of the examination process as prescribed for offline candidates in the admit card.
- iv. I shall appear the online examination from a secluded place, where no other person (including family members) will be allowed to enter during the examination hours.
- v. I shall make sure that I shall be always available through online monitoring during examination through video conferencing tools (e.g. Google Meet) to the invigilator assigned by the college/university.
- vi. I shall upload the scanned/ photographed written answer script (pages in A4 size paper) in pdf format within 20 minutes of completion of the examination.
- vii. It will be my sole responsibility to ensure proper internet connection for appearing the examination, downloading of question papers, uploading answer scripts in pdf format. In case I fail to do so my attendance will be considered as absent and I shall not have any claim in this regard.
- viii. I also understand that appearing online examination depends on proper internet connectivity. I shall, not claim any support from college/ university, and I will be solely responsible for any such problem faced by me during examination.
- ix. I shall not claim any reevaluation of the answer scripts appeared through online mode of examination.
- x. As I have opted for online examination, I shall not have any claim for sitting in the special examination to be held in future for student who could not appear the examination. I shall appear the papers as back papers in the next regular examination for the examination in which I could not qualify or remain absent.
- xi. The decision of the university/ college regarding online examination conduct rule will be final and I shall be bound to abide by the same.
- xii. I shall submit the hand written original copy of the answer script to the college within 30 days failing which my result may be withheld.
- xiii. I also understand that I have to upload clean legible scanned/ photographed copy of answer script of my examinations for paper evaluation. I also understand that, Illegible/ poorly visible scanned/ photographed answer scripts will not be considered for evaluation.

I will appear the following papers as regular papers
..... and arrear papers (if any)

I also declare that I have read all the above instructions carefully and agree to all the above points. Signed by me on

Signature of Parents/ Guardians

Name:

Address:.....

Phone:.....

Signature of the Students

Name:

Address:.....

Phone:.....

Mail ID.....