



राष्ट्रीय खेल विश्वविद्यालय ,इम्फाल ,मणिपुर
भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय
(केन्द्रीय विश्वविद्यालय)

NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR
(Government of India, Ministry of Youth Affairs and Sports)
(A Central University)



F.NO. NSU/EXM/FEB-2022- 231

DATE: 29th January 2022

CIRCULAR

**GENERAL INSTRUCTIONS FOR END SEMESTER ONLINE EXAMINATION
FEBRUARY 2022**

1. Students should submit Registration & Declaration Form to appear in the End Semester Online Examination.
2. The Faculty (Internal & External), Examination Section officials and students are required to log in 20 minutes prior to the examination.
3. The question paper will be send to the students via email individually and WhatsApp group 10 minutes prior to the examination.
4. The Assistant Superintendent(s) should ensure the attendance of the students for every examination and keep the record. In case of any problem, they should inform the Superintendent of Examination / Deputy controller of Examination.
5. Asstt. Superintendent(s) and Superintendent would be provided with the name list and all the details of the students appearing for the examination.
6. The examination would be conducted ONLINE via Zoom Platform. The Zoom ID would be provided to the Superintendent, Asstt. Superintendent, Internal Examiner, External Examiner and students well in advance. The same ID would be provided to the Vice-Chancellor, Registrar, Dean and HoDs. They may join any time they wish during the examination.
7. Students will use white colour A4 size Xerox paper or any similar paper with same size and colour. Pages should be neat and clean.
 - i) Page number should be written clearly in each page.
 - ii) In page no. 1 students should clearly write their NAME, COURSE, SEMESTER, PAPER NAME, PAPER CODE, and REGISTRATION NUMBER.
 - iii) Page no 2 should be left blank.
 - iv) Students should start writing the answers from page no. 3.
8. Students must check charging / internet access status of the Desktop / Laptop / Smart Phone prior to the commencement of examination.
9. During the examination students should keep the video on till the completion of examination. Any technical issues should be immediately informed to the concerned invigilator/Asst. Superintendent/Superintendent.
10. The camera view should be arranged in such a way that the entire writing space along with the face of the student should be visible.
 - i) Proper sitting area preferably table & chair should be used while writing the examination.
 - ii) Lighting should be adequate.
 - iii) Clipboard / Writing Board should be used.
 - iv) Only the paper(s) to be used as answers sheets and the requisite stationary should be on the table / writing space.
 - v) Dress Code : Formal Dress / University Uniform.
11. Students should use only blue or black ink / ballpen.

12. Students should scan their answer sheet, convert into a single PDF file and send through email to the respective email id provided via Notice, mentioning the name, subject, paper code and semester in the subject line.
 - i) The PDF file should be renamed with the Paper Code and Student's Name.
 - ii) The scanning and sending of the answer scripts should be completed within 15 minutes.
13. Duration of examination will be 2(two) / 1 ½ (one and half) hours. 15 minute grace time will be given to download question paper and upload the answer script. If any student fails to upload / send the answer-sheet within the stipulated time, it will not be considered for evaluation.
14. If student has any issue of accessing the question paper or uploading of answer sheet, immediately inform the Invigilator(s) / Asst. Superintendent / Superintendent of Examination.
15. Only hand written answers will be evaluated, if evaluator finds any scanned/ pre-typed material, such answers will not be sent for evaluation.
16. Any doctored activity will lead to cancellation of assessment and Evaluation.
17. In case of any query, students may contact HODs or send email to: coensuacc@gmail.com

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Deputy Controller of Examination

Copy for information and necessary action to:

1. Registrar
2. Dean(Academic)
3. All HoDs
4. Superintendent
5. Assistant Superintendents
6. Invigilators
7. File


29/1/22
Deputy Controller of Examination