



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)

(Central University)

F.NO. 03/COE/NSUS/2020-21

DATE: 26th May 2021

CIRCULAR

STANDARD OPERATING PROCEDURE FOR END SEMESTER ONLINE EXAMINATION JUNE 2021

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 and the question paper will be send to the students in both email and WhatsApp group.
3. 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.
4. Asstt. Superintendent(s) and Superintendent would be provided with the name list and all the details of the students appearing for the examination.
5. As the examination would be conducted ONLINE having the License version of Zoom APP. The Zoom ID would be provided to the Superintendent, Asstt. Superintendent, Internal Examiner, External Examiner and students but the host will be from Deputy Controller of Examination Section. The same ID would be provided to the Vice-Chancellor, Registrar and Dean and they can join any time they wish during the examination schedule. The ID will be circulated to the students via Notice well in advance.
6. Students will use white colour A4 size Xerox paper or any similar paper with same size and colour. Pages should be neat and clean. Page number should be written clearly in each page. In page no. 1 students should clearly write their NAME, COURSE, SEMESTER, PAPER NAME, PAPER CODE, and REGISTRATION NUMBER. Page no 2 should be left blank. Students should start writing the answers from page no. 3.
7. Students must check charging/internet access status of the Desktop/Laptop/Android phone prior to commencement of examination.
8. During the examination, the video of the students should be kept on till the completion of examination. Any technical issues should be

immediately informed to the concerned invigilator/Asst. Superintendent/
Superintendent.

9. 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.
10. Students should use only blue or black ink/ball pen.
11. Students will have to scan their answer sheet, convert into 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. The PDF file should be renamed with the paper code and student's name.
12. Duration of examination will be 2(two) 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.
13. In such cases, student will be assessed and evaluated OFFLINE at University campus after normal functioning is restored.
14. If student has any issue of accessing the question paper or uploading of answer sheet, immediately inform to Superintendent of Examination, Mobile number: **7008564825**
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. Any student who fails to appear for the examination shall not be considered for promotion to the next semester.
18. 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, Examination
5. Assistant Superintendents Examination
6. File



Deputy Controller of Examination