

NOTICE

STANDARD OPERATING PROCEDURE

FOR STUDENTS APPEARING IN

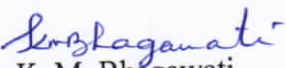
B.COM. 1ST AND 3RD SEMESTER END EXAMINATION, AUGUST, 2021

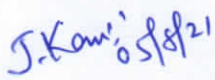
Dated: 05/08/2021

With reference to the notification issued by the Dibrugarh University vide letter no DU/EX/CoE/TDC (NCBCS &CBCS)/2020/2021/5162 dated 28/07/2021, students going to appear in the upcoming B.Com. 1st semester and B. Com. 3rd semester End Examination, 2021 scheduled to be held from 16th August in Blended mode (Online and Offline) from our college, are directed to go through the following points.

1. The scheduled exam will be conducted in blended mode i.e. online and offline mode.
2. Students are required to register their choice of preference in a Google form created on 03/08/2021 and accordingly uploaded in the college website.
3. Students who are going to appear in both 1st semester and 3rd semester exam as Backlog student in any one or both are need to **register twice (2)** with respective examination roll number.
4. Examination will **not** be conducted in Open Book Examination (OBE) Mode.
5. Students are directed to check their examination roll no. for their respective examination in the notice available in the college website (www.dhskcommercecollege.edu.in).
6. All exams will be conducted and monitored by using Google meet platform.
7. The link for the Google meet as provided by the Invigilator will be made available to students through College Website.
8. Students have to join through Google meet link of the concerned examination invigilator to register attendance in their examination.
9. Question paper shall be released through college website on the day of examination at scheduled time.
10. Throughout the examination time, students must keep themselves connected (**ON**) with Google meet link and follow the directions of Invigilator as provided.
11. Students are not allowed to get themselves disconnected, as Dibrugarh University will also do necessary monitoring during the examination.
12. After completion of examination, **students must submit their scanned copy of answer scripts in pdf format** through their registered Email ID to the concerned day's examination invigilator. (Email

- ID to which the students have to send their written papers will be provided by concerned examination invigilator on the day of the examination).
13. Answers must have been hand written in A4 page as per prescribed format of Dibrugarh University.
 14. Students **MUST** have to **upload their answer scripts in pdf format** only to the email ID as given by the concerned examination invigilator.
 15. Before submission of answer scripts students must check the quality and clarity of the pdf file. Low quality and clarity file may affect marks during evaluation of the answer scripts.
 16. College, Examination committee and the invigilators are not responsible for low quality and clarity of answer scripts uploaded by students.
 17. Uploading the answer scripts is **MUST** within specified time and in prescribed manner.
 18. Candidate **MAY** submit the hard copies of the answer scripts to the college within 60 minutes from the completion of examination.
 19. There must not be even the slightest of difference in between the hard copy and the uploaded copy of the answer scripts.
 20. For submission of handwritten answer scripts (in case of **anyone interested** and / or **failure in uploading the scanned copy of the answer sheet**), specified counters will be opened in the college campus. Students must follow Covid 19 protocol during submission of hard copies in the college.
 21. In case a student fails to upload answer scripts via email to the invigilator, the student **MUST** have to submit the answers scripts to the college within the time as specified in the Dibrugarh university notification. Failure to do so as per the provisions of the Dibrugarh University notification, the student will be marked **ABSENT** on that day of examination.
 22. Students are suggested to keep stable internet connection for examination or they may give exam from a place where the Internet network is stable. The College, examination committee and any concerned official of the college associated with examination are not responsible for Internet provider network issue and delay in submission of answer scripts under such circumstances.
 23. Neither the college nor the exam committee shall be responsible for any unanticipated changes(s) in the phone number, email or communication address of the students and the inconveniences caused to them by such changes.


Dr. K. M. Bhagawati
Principal
DHSK Commerce College
Dibrugarh
Principal
D.H.S.K. Commerce College
Dibrugarh


Examination Committee
DHSK Commerce College
Dibrugarh