



**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
DHANAMANJURI UNIVERSITY: MANIPUR**

**MEMORANDUM**

December 11, 2023

**No.1/1/2021-DMU/Exam:** In pursuance of the resolution of the DMU Examination Committee Meeting held on 23<sup>rd</sup> November, 2023 the following are the instructions for online PG 2<sup>nd</sup> Semester Examinations, 2023 (June).

1. The university authority will create a **google classroom** for each subject and *students must join their respective classrooms well before the examination.*
2. A common front-page format of answer script will be uploaded to the google classroom for entry of Name, DMU Roll No., Paper Code, etc. Candidates should download, print, and fill in the details. It should be the front page of the answer scripts.

Students should not write name, roll no., any symbol, identifying mark, etc. anywhere in the answer scripts except on the front page.

This should be kept ready well before the examination.

3. Questions will be uploaded to google classroom *as assignment*, **15 minutes** before the start of examination of every paper.
4. The full marks for each paper will be **80** and the duration of the examination will be 3 (three) hours.
5. The Candidates should download the questions and write answers on A4 size paper only on one side with page numbering.
6. Examination will be conducted in real time online mode via **Google Meet** under the surveillance of a **Proctor**.


So, Candidates must join the **Google Meet**, the **link** of which will be given as instruction associated with **Assignment** of the questions. During the entire examination, Mobile phone camera or the system a candidate uses for the Google Meet should be turn on so that the Proctor sees the candidate clearly.

Candidates also should answer questions asked by the proctor, and change the angle and placement of the camera, if the proctor tells him/her to do so.

7. After completion of the examination, students should scan the answer scripts and convert them into a single **pdf file with Roll No. & Paper Code as File No.**

(For example, if Roll no. is 22001 and Paper code is ABC-507, then file name should be 22002\_ABC507).

8. Then, the candidate should upload the pdf file to the respective google classrooms (*turn in*) within **30 minutes after the completion of examination**. No other mode of submission other than 'turn in' is allowed.
9. The hard copies of all answer scripts of all papers should be submitted to the concerned HODs (in case of displaced candidates, the hard copies of answer scripts should be submitted to the concerned DC office) before **4:00 p.m. of 23<sup>rd</sup> December, 2023** (*for Mathematics and Physical Education the remaining papers should be submitted before 4:00 p.m. of 30<sup>th</sup> December, 2023*).  
The hard copies should be exactly same with uploaded soft copies. If **any variation** in the **hard & soft copy** is found the answer script will be rejected and the candidate will be disqualified.
10. Students should get ready the following items before the start of examinations:
  - a) A4 size white paper sheets
  - b) Black/Blue pen
  - c) Pencils, rubber, drawing equipment, log table, etc.
  - d) A smart mobile phone with video calling and internet facility or a system with video camera and stable internet connection.
11. Students should maintain all examination rules and instructions of Dhanamanjuri University and violation of the same will be liable for disciplinary actions.

  
**(Dr. A. Nabachandra Singh)**  
Controller of Examinations

Copy to:

1. P.A. to the Vice-Chancellor, DMU, Manipur.
2. The Registrar, DMU, Manipur.
3. The Deans, School of Sciences/Social Sciences, DMU, Manipur.
4. The Principals, Constituent Colleges, DMU, Manipur.
5. All HODs, PG Departments, DMU, Manipur.
6. Deputy Controller (s) of Examinations, DMU, Manipur.
7. In-charge, DMU Website.
8. Guard File.