

**Standard Operating Procedure for Conduct of the Final Semester Examinations for  
BA/BSc/BCom/BBA/BCA/MCVP/Media Tech/BMuse/BSW/BSc(Home Sc) in  
Affiliated Colleges**

**All students intending to appear for NEHU Examinations 2020 are advised to go through the content below with utmost care and abide by the instructions given herein under.**

**For General Information of all concerned:**

1. The Examinations shall be held in both **Blended Online (in blended online mode** Question Paper shall be sent online; answers shall have to be written using pen & paper; answered pages shall have to be scanned and converted to PDF file for uploading in the designated portal) **and also in Offline (Pen & Paper) mode.**
2. The EVS Examinations shall be held on Multiple Choice Question (MCQ) based Question Paper and the students are advised to take this paper on online mode only.
3. A smart phone with WiFi or **3G/4G** mobile data connectivity may be used for taking the examination in blended online mode. Use of laptop/desktop computers with such connectivity is allowed.
4. All students taking the examinations shall be placed, by default, on online mode. In case, someone wants to appear in offline mode, s/he must approach the Principal of the concerned college for necessary permission.
5. The Practical Examinations shall be based on Internal Assessment, Assignments and viva-voce to be conducted by an internal three-member board constituted from amongst the eligible faculty members teaching the subject at the concerned college.

Accuracy of the information provided by the student while filling in her/his examination application form is solely the responsibility of the student. The University shall not be held responsible if any student faces difficulty in successfully carrying out the assigned pre / post examination activities due to submission of inaccurate/ wrong information.

**For students to do:**

- i. Carefully note down the examination schedule.
- ii. Keep your login details (User ID and Password) carefully. Login details shall be sent to the registered email and mobile number.
- iii. In order to appear in examination from your respective location, you must login to the NEHU online Examination Portal strictly in compliance with the notified date and time slot in the schedule.

**For Students who want to use Laptop/Desktop Computers:**

Log in using your login details (user id and password) to the NEHU online examination, 2020 portal <https://placement.mypertice.com/> for receiving the question paper of the respective subjects.

**For Students who want to use Smart Phone:**

**Install the mobile app “MYPLACEMENT PERFECTICE”** on your mobile by downloading it from Google Playstore. You are advised to temporarily remove games apps and other audio-video apps, if any, from your phone to avail the best service.

Log in to the NEHU Online Examination 2020 portal using mobile App (Android only) **“MYPLACEMENT PERFECTICE”** for receiving the question paper.

(Please note that Question papers can only be accessed at the time of commencement of examination as per the notified schedule (refer Sl. No. (i) ).

- iv. Use only **Plain A4 size white paper** for writing the answers and use only black/blue ball point pen. Please limit the number of such answered pages to a maximum of 15 sheets.
- v. Write legibly the **Name, Roll No., Subject Name, Paper No/Code and Examination Date** correctly on the cover page of your answer sheets. Write the Roll no, Subject Code and page number and sign at the bottom of every answer page.




- vi. Question Number should be clearly and correctly mentioned while writing down the answers.
- vii. Pages should also be numbered serially and answers written on each page giving adequate margin.
- viii. An hour shall be allowed to students prior to commencement of each session to enable her/him complete the preparatory works such as setting the electronic device (Smart Phone / Laptop as the case may be), etc.
- ix. You can download the question paper 15 minutes prior to commencement of the examination time.
- x. The answers may be kept brief and precise to facilitate trouble-free uploading at the end of the examination.
- xi. On completion of the writing time, the written pages are to be scanned serially and uploaded on the designated portal as quickly as possible. The designated portal shall not allow uploading on expiry of a preset time.
- xii. Hard Copies of all answer scripts are to be submitted together to the college concerned by registered mail/Speed post on completion of the examination.

**A Special Note:** *The terminal semester/ repeater/back paper students who fail to appear in any examination for whatsoever reason, shall get one additional chance to clear the papers at a later date through special examination as per UGC guidelines/ as may be decided by the Academic Council.*

**For the Principal and her/his Office to take note of:**

1. To take the examination for students opting the offline mode, the college administration must ensure that the SOP issued by the Ministry of Education, Government of India and also the State Protocol in place to fight Covid 19 are strictly adhered to. Any deviation from the same may lead to the closure of the entire centre at any point of time.
2. The Office of the Principal must receive in writing applications from students requesting permission to take examination offline.
3. Once the list of such candidates is finalized, the office may accordingly prepare the deployment schedule of the examination staff, invigilators to be asked to report to, sanitize examination halls and washrooms to be used and plan the entry protocol for all in strict adherence to the applicable official guidelines in such matters.
4. The Principal may please register the official email id and the mobile no. in which s/he would like to receive the Question Papers. It is important that the email id /mobile so shared with the office of the undersigned is, by no means, shared with any other unauthorized person(s).
5. The Question Papers shall be sent in the designated registered email id at least an hour and a half prior to the commencement of the examinations under intimation of dispatch.
6. On receipt of the softcopy of the Question Papers, the same may be downloaded, printed and distributed to the concerned students at the examination halls.
7. On completion of the examination, the written sheets as received from the students may be scanned to create a PDF file for Each Student.
8. Once the PDF files are created the same may be uploaded in the designated portal by logging in with the concerned student's login credential at the earliest feasible to avoid unwarranted complications due to closure of the relevant portal.
9. A **properly manned helpdesk** be setup at the college to attend student queries on 24x7 basis. The helpdesk so setup may remain functional at least till completion of the Examination.
10. The hardcopies of the answer scripts as received from the students may be forwarded to the office of the Controller of Examinations, NEHU.
11. In view of the extra-ordinary situation prevailing now, all efforts may please be taken to ensure that the examination is held in a fair way and as smoothly as feasible.

  
 Controller of Examinations, NEHU