



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

INSTRUCTIONS OF EXAMINATION

Imphal, the 4th March, 2022

No.1/1/2022 – DMU/Exam (C): As per resolution of the Examination Committee of this University, held on 3rd March, 2022, it is hereby notified for information to all concerned that the Examinations (December, 2021) of **B.A./B.Sc./B.Com./B.B.A./B.P.E.S./LL.B. 1st, 3rd and 5th Semester** will commence from **14th March, 2022** and in view of the prevailing situation of COVID-19 Pandemic the following terms and conditions are to be followed:

1. Examinations will be conducted through **online mode/home assignment** and Admit card will be available in the respective constituent colleges.
2. Questions for each paper will be uploaded in the DMU website (www.dmu.ac.in), as per the time table. The same will be shared to the group comprising of the officials of the examination cell of the constituent colleges.
3. *It is mandatory for each Student to download the front page of the Answer book (which will be available in the University website) and to write his/her own Name, University Examination Roll Number and Registration Number along with Name of the paper/subject (elective or honours) on the same.*
4. Students are to make their own arrangements for the answer scripts (**in A4 size bond papers**) and submit it personally to the respective colleges within a stipulated time at particular spots as convenient by the respective colleges in consultation with the University authority.
5. However, **it is mandatory** for a student to submit the same copy of the answer scripts online (**in pdf format**) to a **WhatsApp number (to be provided by the respective Departments of the Colleges)** within 20 minutes after the completion of each examination. He/she must keep the record of the submission of the same as proof. In case of any controversy related with the submission of answer sheet or content of the answer sheet will be based on the online submitted answer sheet. If any student find himself / herself unable to submit the same due to technical reason he/she must inform immediately to the college for necessary arrangement. Any failure in the in timeline of submission of answer book may lead the student be considered as absentee.
6. Practical marks will be assessed by the concerned department of each college and marks to be submitted accordingly to the office of the Controller of Examinations.
7. All theory papers will be of 100 / 80 / 75 / 50 marks as per syllabus (**for different subjects**) for all three semesters.
8. Respective departments of the Colleges will have to evaluate the answer scripts and marks slips are to be submitted (**in a common template to be supplied by the University**) along with the answer scripts to the office of the Controller of Examinations.

(Dr. A. Nabachandra Singh)
Controller of Examinations

Copy to:-

1. The Vice-Chancellor, DMU, Manipur.
2. The Registrar. DMU, Manipur.
3. The Deputy Controller(s) of Examinations, DMU, Manipur.
4. The Principals of Constituent Colleges, DMU, Manipur.
5. In-charge, University and College Websites.
6. Office Copy.