



MANIPUR UNIVERSITY  
CANCHIPUR, IMPHAL

**NOTIFICATION**

Dated, the 18<sup>th</sup> January, 2022

No.MU/9-1/1/21(C): All concerned Principals are hereby informed that the general instructions for appearing in the online BA/BSc/BCom/BFT/BSW/BTT 1<sup>st</sup>/3<sup>rd</sup>/5<sup>th</sup> Semester Examinations, 2021(November) is available in the Annexure.

(Prof. Ng. Nimai Singh)  
Controller of Examinations (i/c)

*Copy to:*

- 1. The PA to the Hon'ble Vice -Chancellor, MU*
- 2. The PA to the Chairman, ESC (UG), MU*
- 3. The PA to the Registrar, MU*
- 4. The Director, University & Higher Education, Govt. of Manipur*
- 5. The Principals of all concerned Colleges.*
- 6. The System Manager, MU- For uploading the same on the University website.*
- 7. Relevant File*



4. The students can access the question paper via their WhatsApp group 15 minutes before the examination begins. The questions can be copied or downloaded by the students.
5. The students must clearly write their names, roll numbers, paper codes, paper names, and other information on the front cover page. The front cover page format shall be provided in advance by the Principals concerned to their WhatsApp group.
6. The students should print the required front cover page based on the number of papers/subjects to be taken and keep it ready for the examination.
7. It is important to note that students are not permitted to:
  - (a) write their names and Roll Nos. anywhere on the answer sheets (except on the front cover page)
  - (b) leave any identity/symbol/mark on the answer sheet; if found, it shall be considered invalid.
8. The students must answer the questions using A4 size white sheets and writing/drawing equipment as specified in instructions 1(i) to 1(ii) (v).
9. In the answer sheets, students should fold or draw margins on the top and left side of all pages, leaving about one inch on all sides.
10. After completing the answer, students should keep the answer sheets in order, with the mandatory front cover page first, followed by the remaining numbered answer sheets, and scan the pages through a multi sheet scanner app and convert them into a single PDF file (Ensure attachment size is less than 34mb) with the file name [Roll Number. Paper Code. pdf].  
For example, if Roll Number is 12345 and the examination paper code is XYZ101, and then the file can be saved as [12345.XYZ101.pdf].
11. The students must upload/send a soft copy of the scanned pdf file to their college WhatsApp group, which has been formed by the respective principals. An additional 20 minutes after the examination schedule is allowed for uploading or sending the pdf file of the answer sheet.
12. Before uploading/sending the scanned copies of the answer sheets, students should confirm that the number of pages is correct and in order, and then upload/send the file. It is their responsibility to maintain consistency and complete the task within the time frame specified. After submitting/uploading the soft scanned copies, no complaints will be entertained.
13. The PDF answer scripts sent by students to the respective Principals must be submitted to the Controller of Examinations via Compact Cassette (CD).
14. Following the completion of the semester exam, the CD and ORIGINAL hard copies of answer scripts must be submitted to the Controller of Examinations.

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15. Cross checking shall be done as needed, and if any mismatch is found between the softcopies and the ORIGINAL hardcopies, it shall be considered unfair means and shall be rejected.
16. During the examination, students must adhere to the ethical norms, examination sanctity, and the integrity of the examination platform, as well as maintain discipline in accordance with the examination guidelines. Breaching the same may result in disciplinary action.



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