



# MANIPUR UNIVERSITY

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No.MU/2-6/2020 / 220

10 September 2020

To

- (1) The Commissioner, Higher Education, Govt. of Manipur, Imphal
- (2) The Joint Secretary, Higher Education, Govt. of Manipur, Imphal
- (3) The Director, University & Higher Education, Govt. of Manipur, Imphal
- (4) The Addl. Director, University & Higher Education, Govt. of Manipur, Imphal

Subject: - Standard Operating Protocol (SOP) for the TERMINAL Undergraduate Semester Examinations 2020 and BACKLOG Paper Examinations 2020

Sir/Madam,

I am directed to enclose herewith Standard Operating Protocol (SOP) for the Terminal Undergraduate Semester Examinations 2020 and Backlog Paper Examinations 2020 for information and favour of necessary action.

Yours faithfully

Encl.: as stated.

(Prof. W. Chandbabu Singh)  
Registrar

कुल सचिव,  
मणिपुर विश्वविद्यालय  
Registrar,  
Manipur University

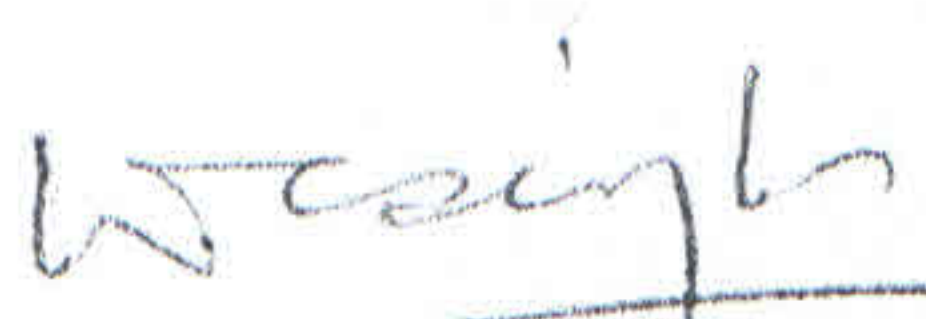
Copy to:-

1. PA to the Vice-Chancellor, MU
2. Controller of Examinations, MU
3. Deputy Registrar, MU
4. Asst. Registrar (Academic), MU

**MANIPUR UNIVERSITY, CANCHIPUR-795003**

**Standard Operating Protocol (SOP) for the TERMINAL undergraduate Semester Examinations 2020 and BACKLOG Paper Examinations (2020)**

- 1) All the candidates have to follow the instructions given in the SOP strictly for the purpose of appearing the examination. The Examination Coordinating Committee of the concerned College should ensure maintaining this Examination Protocol/SOP.
- 2) Sanitise the College Campus regularly
- 3) Sanitize the Examination Halls before and after the Examination without fail.
- 4) Candidates entering the College Campus should be scanned with Thermal Scanner. If any candidate is found having temperature beyond the specified range, a separate Room should be allotted to such candidates for appearing the examination. The same should be informed to the District Medical Officer by the Examination Coordinating Committee.
- 5) No other person except the Candidate, Invigilators, and Staffs is allowed to enter the Campus (College or any other designated Examination Centre) where examinations are conducting.
- 6) Proper hand washing facility with soap should be provided in front of every examination hall. All the Candidates should enter the Examination Hall only after washing their hands.
- 7) All the staffs involving in the coordination, and the invigilators should also wash their hands and sanitise themselves well before entering the Examination Halls.
- 8) Candidates are advised to strictly follow the social distancing norm.
- 9) Staggering entry and exit system should be followed.
- 10) Candidates are advised to reach the college campus/Examination Venue at least one hour before the schedule timing of the Examination.
- 11) Candidates should compulsorily wear face Mask in the Examination Halls. Besides, face mask candidates are allowed to wear face shield also.
- 12) Sitting arrangement has to be done as one student in one bench with a gap of one bench between two candidates
- 13) College authority should ensure the sensitisation of question packets and Answer Books
- 14) The examination shall be of 120 minutes duration (i.e. 2 hours).
- 15) Candidates are not allowed to exchange PEN, PENCIL, ERASER, SCALE, DRINKING WATER etc in the Examination Hall
- 16) Candidates are not allowed to roam around the Campus
- 17) If any problem occurs (related to Health, Declaration of Containment Zone, Restriction in movement due to COVID 19 issue etc) during the examination it should be brought to the Notice of the Examination Coordinating Committee of the College on time.
- 18) Directorate of Higher & Tech. Edu., Govt. of Manipur may be requested for ensuring the support of the State and District Administration to the Examination Centres and Colleges .

  
Registrar 10/9/2020  
Manipur University