



झारखण्डकेन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(Established by an Act of Parliament of India, 2009)

No. CUJ/CoE/2020/244/1308

Date: 21.10.2020

**SOPS FOR CONDUCTING SESSIONAL EXAMINATIONS, PRACTICALS**

The entire country is passing through the most difficult phase of human history due to the spread of COVID-19. As a protective measure against COVID-19 all departments shall specifically ensure the following SOPs regarding sessional examinations and practicals


1. Sessional examinations should be conducted through online mode via Google classroom and Google Meet.
2. Respective faculty members may arrange the date of sessional exams as per guidelines of academic calendar with information to head of department.
3. Questions may be sent five minutes before the schedule examination time and attendance of students be preserved in hard copy.
4. Students will have to submit the scanned copies of hand-written answers via Google classroom with in specified time given by the respective teachers.
5. Only hand-written answer will be evaluated, if evaluator found any scanned pre-typed materials, such answer sheet will not be considered for the evaluation.
6. Out of three sessional exams, only one assignment may be allowed.
7. Students will have to submit all the answer scripts (hard copies) of sessional exams at their respective departments for future records.
8. The theory part of the practical courses may be taken via online according to the departmental time table.

This issued with approval of the Vice Chancellor.

Sd/-  
CONTROLLER OF EXAMINATIONS

Copy for information and necessary action:

1. All the Deans of the Schools.
2. All the Heads/Coordinators.
3. Prof. I/c Academics
4. PS to the Vice Chancellor.
5. University Web site.
6. Notice Board.
7. Guard File (Gen. Section of Examination)

  
21/10/2020  
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