



OFFICE OF THE PRINCIPAL
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Ref. No. DHSK/ OMS/6th Sem. /2020/ 7845

Date : 03.10.2020

From : *Dr. Sashi Kanta Saikia*,
Principal/ DDO
DHS Kanoi College

**Instruction on
Online Monitoring System (OMS) for Conducting 6th Semester B.A./B.Sc. Online
Examinations, 2020**

The following steps shall be strictly followed by all concerned for conducting 6th Semester B.A./B.Sc. examination, 2020 in **Online Mode**:

1. Students must install **Google Meet** in their devices (smartphone/computer) to join the Online Monitoring System (OMS) for appearing in the Examination.
2. Students must open **WhatsApp** using the **Mobile number registered** in the college portal.
3. Students will receive a **Google Meet link** one hour before the commencement of examination to join the Online Monitoring System (OMS).
4. Students will have to provide their **Examination Roll No., DU Registration No., Name, Subject Name** in the chat box of Google Meet after joining the Online Monitoring System (OMS) within an hour.
5. Students must have their devices sufficiently charged & should have sufficient data pack for strong internet connectivity.
6. Students should have two devices (either laptop or smartphone) for appearing in the Examination and joining the Online Monitoring System (OMS).
7. Students should note that the college authority will record the video of the Examinee for the Online Monitoring System (OMS) and the same will be dispatched to the Controller of Examinations, Dibrugarh University. The students are hereby directed not to adopt any unfair means after joining the Online Monitoring System (OMS). If any examinee adopt any unfair means then the College authority will take immediate disciplinary action against his/her candidature as per instruction provided by the Controller of Examinations, Dibrugarh University.
8. Contact the helpline number provided by the Controller of Examination, Dibrugarh University in case of any difficulties in submission of online answer script.
9. If any candidate fails to upload the answer scripts in the portal provided by Dibrugarh University then he/she may submit the answer scripts in this examination centre in a sealed envelope within 45 minutes from the completion of the examination. Moreover, each Examinee **from other centres must deposit an amount of Rs. 100/- (One hundred)** only in cash as postal charge at the time of submission of the answer scripts.

Copy to:

1. The Vice-Chancellor, Dibrugarh University for information.
2. The Registrar, Dibrugarh University for information.
3. The Controllere of Examinations, Dibrugarh University for information.
4. The Vice-Principal, DHSK College, Dibrugarh, for information.
5. The Academic Coordinator, DHSK College, Dibrugarh, for information.
6. B.A./B.Sc. 6th Sem. Exam. Committee, 2020
7. H.A., DHSK College, Dibrugarh for information.
8. College Website.
9. Office file.

(Dr. S. K. Saikia)
Principal & OC
B.A./B.Sc. 6th Sem Exam, 2020
DHSK College Centre,
Dibrugarh