



23rd September, 2020

Standard Operating Procedure (SOP) for conducting
M.A. (Arabic) 4th Semester Examination 2020 (Online)

1. The Department of Arabic Gauhati University shall conduct the above Examination for the students of the following departments:
 - (a) Department of Arabic, Gauhati University
 - (b) Department of Arabic, Rangia College
 - (c) Department of Arabic, Rupahi College
2. Head, Department of Arabic, Gauhati University shall coordinate the Examination.
3. Dr. Abul Kalam Choudhury, Assistant Professor, Department of Arabic, Gauhati University will act as Officer in Charge of the said examination. Other faculty members will act as invigilators of the Examination.
4. Each and every examinee must have an email ID preferably in Gmail in his/her own name as in the examination record.
5. Each and every examinee must have a WhatsApp no. and the examinee must write his/her own name in the "About" column of the WhatsApp profile.
6. Same e-mail ID and WhatsApp no. must be used in all examination related correspondence.
7. One WhatsApp group "MA Arbc 4th sem Final Exm" has been created. Examinees may join the group by clicking the link:
<https://chat.whatsapp.com/LwZbRQt7aQiAWSmjaVYIqR>
8. Candidates are required to register themselves Departmentally latest by 30 September, 2020 clicking the following Google form link
<https://forms.gle/86ms9LjUHy5CxN1E8>
9. Examination will be of 2 hours duration as per the following schedule

Date & Day (11 am to 01 pm)	Paper Code	Paper Title
5 th October, 20	AR4014	Principles of Literary Criticism
7 th October, 20	AR4024	History of Arabic Literature
8 th October, 20	AR4034	Functional Arabic
10 th October, 20	AR4044	Arabic Drama
12 th October, 20	AR4054	Literary History of the Arabs in Spain and Egypt

10. Question papers will be given in the above whatsApp group at 10.50 am and the same shall also be emailed to every candidates from arabic@gauhati.ac.in
11. Candidates shall give their answers using black ballpoint pen in maximum 15 number of A4 size good quality pages excluding the cover page.
12. Candidates shall leave 1 inch border in all 4 sides of a page. Writing answers in both sides of a sheet is not allowed.

System Officer
Kindly upload
this SOP in our
University website.
28/9/2020 approved.
25/9/20

23/09/2020
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HEAD i/c
DEPARTMENT OF ARABIC
GAUHATI UNIVERSITY