DIBRUGARH UNIVERSITY
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Instructions for the conduct of 2nd / 4th Semester B.C.A. Examinations (Backlog) for the 6th semester students (under CBCS / Non-CBCS) for the session 2019-2020 in Online and Offline mode

This instruction (Part A) shall be applicable to **online** Examination in (blended and Not Open Book) form to be conducted only for the 6th Semester students with Backlogs of 2nd and 4th semesters for the academic session (2019-2020) and the candidates intending to appear in **offline** mode (Part B) shall be governed by separate Instructions to be followed for that purpose for conduct of Offline Examination complying with norms of social distancing. Option exercised once by Examinees on mode of Examination shall be final and not be allowed to change.

The Centre / College / Institute shall collect in writing the list of the students willing to appear in **online** and **offline** mode and arrange accordingly for smooth conduct of the examinations simultaneously through online and offline mode. The list of the students shall be provided to the University and requisitions shall be submitted accordingly by taking in to consideration no of examinees intending to appear through online and offline mode. The **Students shall attempt 50% of the Questions in each paper within 2 hrs. As the question papers will be same, the timing of the examinations shall also be same for both online and offline mode.**

PART —A
Instructions (for online Mode)

1. Outgoing BCA students of 6th Semester having backlog shall be allowed to appear in the concerned courses/ Subjects/ Papers subject to eligibility and permission from the University Authority/as per rules.

2. The students shall be provided an Email id by the Concerned Centre /Colleges/ Institute for sending scanned PDF File of answer scripts The Question papers will be uploaded in Google Classroom and monitoring will be done through Google Meet. **The Centre /Colleges and shall appoint faculties as invigilators for the same and training shall be provided to the teachers by the centre/ College and invigilators shall prepare group for the same and recordings of invigilation shall have to be maintained and produced. The students shall have to keep the webcam on continuously during examination and shall sit visibly before the camera from the beginning till the completion of the examination on every day. They shall have to be available before the camera 15 minutes before the commencement of the examination and join the Google Class Room and Google Meet and shall have to appear in the examination by maintaining discipline and complying with the instructions. If the same is not complied with, the examination of the particular student shall be cancelled.**

3. The Students shall attempt to answer within 2 hrs in own handwriting on A4 size Plain paper mentioning information in details as shown in Annexure A & B. Students shall use maximum **15 (Single pages)** and the pdf of answer scripts shall be emailed immediately to the respective email id after close of examination. **Non compliance shall lead to cancellation of his/ her examination.** The students shall sign each page and make the **PDF of scanned answer scripts by using Microsoft Lens, Adobe Scanner etc, and arrange serially (Pages - as Page No. 1, Page no. 2, Page no. 3....) and email to the respective email id only). They shall have to complete the entire process within thirty minutes after the close of examination, i.e. (if the examination will be over at 12 noon, the (pdf) shall have to be emailed to the respective email id before 12:30 pm) on the same day.**

4. **If not sent and received within the stipulated time, answer scripts shall be not accepted. The Students shall have to send legible and clear pdf and blurred answer scripts shall be not accepted and evaluated.**

5. **The Students shall mention the Name of the subject, semester, Roll No, in the subject of his/her Email and also mention Paper name in the (pdf) and mention the paper name and semester) in the pdf.**

6. The Students shall be provided alternative email id, in case his/her previous mail fails and they shall send that email with pdf to the second email id with screen shots of the failed delivery message. The First page of the answer book shall contain the admit card of the students and same shall be emailed with the PDF. The same shall be exclusive of total pages of the answer scripts. The students shall have to sign every page as specified on the specimen.

7. After the completion of the BCA examination (**all papers**) under **non-CBCS mode**, the students must send the hardcopies of all the papers (emailed during the examination) via Speed Post to the following address.

> **To**
> **The Principal**
> **Sibsagar Commerce College**
> **Sivasagar- 785640**

Candidates should write the following details on top of the Envelope.

> 1. Name of the Candidate
> 2. Mobile Number
> 3. Name of the College
> 4. Subject Name
> 5. Course/Paper code
> 6. Roll Number
> 7. Registration Number

8. Separate email ID will be created by the Principal with password to be maintained with utmost confidentiality and hard copies of answer scripts shall be sent under sealed cover by the officer- in- charge to the Controller of Examination with a declaration by him /her that, all Rules and Guidelines have been followed and shall use the Top sheet or as per the instructions to be issued. **The Colleges shall preserve the emailed Answer Scripts for at least one year and students shall have to submit subsequently original answer scripts to the Colleges.**

9. **The Students shall preferably use two devices (Two android mobiles/ or one mobile and one laptop/desktop) with internet connectivity and university/ Colleges shall be not responsible for poor internet connectivity and inconveniences for the same.**

10. The students shall have to fill online Examination form and admit card will be issued to them. They shall have to submit correct personal email id and mobile nos. to the respective Colleges, **and must submit answer scripts through that email id only. Answer scripts if not sent from registered email id shall be rejected. They may make photocopy of specimen of answer scripts to maintain uniformity.**

11. Students are informed to visit university website regularly for any kind of information.

12. **Students are advised to follow strictly the specimen of the answer scripts to be used by them and shall prepare the same before the examination to save time on the day of the examinations. They shall not put any unnecessary sign/ mark/ mobile no. etc. on the answer script and non compliance with the same shall lead to cancellation of the examination.**

13. **The students are advised to make DTP of the cover page of the Answer Scripts as given in the specimen copy at Annexure —A.**

14. **All instructions are to be followed strictly and non compliance with the same shall lead to cancellation of the examination.**

15. **For Project and Practical Examinations instruction will be provided separately by the respective Colleges and University.**

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Format of Answer-Script to be used by the student

(i) Univ. Roll No. (in figures) _____   (in words)_____

_____

(ii) Registration No. of D.U. _____

(iii) BCA/ (Semester Regular/Backlog)_____

(iv) Name of the Paper
/Course_____

(v) Code of Paper/ Course (mention
programme)_____

(vi) Centre Code _____

(vii) Total No. of Pages written by
candidate_____

(viii) Full Signature of the
Student_____

(ix) Date of Exam _____Year_____

   P - 1

1"

1"

Specimen of Subsequent Pages

Page No _____

Full Signature of the student_____

Roll No. (in figures) _____ Name of the Paper with Code_____

1"

1"

1"

Part —B

Instruction (for offline Mode)

1. The offline examination shall be conducted as per the usual rules and procedure of the university by maintaining strictly the social distancing norms.
2. Answer scripts shall be provided by the University and the examinees shall appear in the concerned Centre.
3   The Principal of the concerned Colleges shall strictly maintain all instruction/ Guidelines for conduct of offline examinations
4. Duration of examination shall be Two hours and the question papers shall be same as online mode
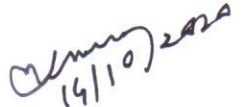
Issued with due approval.

(Dr. P.K. Kakoty)
Controller of Examinations
Dibrugarh University

Ref. No.: DU/Ex/SOP/BCA/CBCS/NCBCS / Offline & Online/2020/   Date : 14.10.2020

Copy to –

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Registrar, Dibrugarh University for favour of information.
3. The Controller of Examinations, Dibrugarh University for information.
4. The Chairperson, CCSA, Dibrugarh University for information and necessarya action.
5. The Principals, JB College (Autonomous), Tinsukia college, Sibsagar Commerce College, DR College Golaghat, NERIM Guwahati for information and request to circulate the notification among the students.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-A *i/c*, Dibrugarh University for information.
8. The System Administrator, Dibrugarh University for information and necessary action.
9. The Programmer, Dibrugarh University for information with a request to upload the Notification in the University website for wide circulation.
9. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
10. Office File.

(Dr. P.K. Kakoty)
Controller of Examinations
Dibrugarh University