DIBRUGARH UNIVERSITY
DIBRUGARH

Ref. No.: DU/Ex/SOP/BBA / Online/Offline / 2020/ 1160   Date : 12.10.2020

NOTIFICATION

Instructions for the conduct of 6th semester BBA (Regular & Backlog) with 2nd & 4th semester Backlog Examinations

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 BBA (Regular & Backlog) 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.

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. **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)

The students will have to write or attempt only **40 marks** of the Questions in each paper and the examination will be of **Two hours** duration. Besides, the students will attempt at least one question from **all the three categories** *viz.*, questions with 1 or 2 marks, 5 marks and 10 or 15 marks.

Prerequisites

A Separate Google Classroom will be created by the respective Centre / College / Institute. Examinees after informing their respective college in writing will join the Classroom using their approved email ids. The examination will be conducted by creating an assignment. The assignment will have a deadline for submission. Students will have to upload the scanned copies of their answers in the particular assignment.

The Exam Process

1. It will be checked if all the candidates have joined the Classroom using their approved email ids.

2. The Google Meet link will be activated in the Classroom which will be used by the candidate to join the meeting for the examination. Video & Audio will be turned on by the examinees for the purpose of proctoring. The Google Meet link will be shared with the Controller of Examinations, Dibrugarh University.

3. Candidates will have standard A4 size paper ready with them. The top of every page will contain the Roll Number, the Course Code, the Course Name, the Date and the Page Number written clearly and legibly. Page Number format is page number/total pages. They should use a Black Pen and write on one side for better scanning and readability. Answers will be written from the first page itself.

<table>
<tr><td>Roll: 18213001</td><td>Page: 1/5</td></tr>
<tr><td colspan="2">Regd No.........</td></tr>
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4. The Question Paper will be uploaded as an Assignment 5 (five) minutes before the start of the exam.

5. Candidates will be given **120 minutes** to answer the questions.

6. Candidates will scan their answer scripts into a single PDF file and name the file with their Exam Roll Number. For e.g., if the Exam Roll Number is 18213001, scanned pdf file will have the name 18213001.

7. Candidates will be given additional 15 minutes after the exam is over to scan the answer script and upload it in Google Classroom. They should upload the answer script only once. As such, the candidate should be instructed to scan and upload the answer script with due diligence.
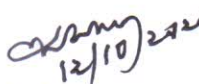
Part –B

Instruction (for Offline mode)

1. The students will have to write or attempt only **40 marks** of the Questions in each paper and the examination will be of **Two hours** duration. Besides, the students will attempt at least one question from **all the three categories** viz., questions with 1 or 2 marks, 5 marks and 10 or 15 marks.

2. The **Offline** examination shall be conducted as per the usual rules and procedure of the University by maintaining strictly the social distancing norms.

3. Answer scripts shall be provided by the University and the examinees shall appear in the concerned centre.

4. The Principal of the concerned colleges shall strictly maintain all the Instructions / Guidelines for conduct of Offline examinations.

5. Duration of Examination shall be of **Two hours** and question papers shall be as same as online mode.

Post Examination Process

1. The Officer-in-charge of the Exam Centre will arrange to take print-outs of the answer scripts for each candidate from the uploaded soft copy.

2. All printed answer scripts conducted through online mode and answer-scripts conducted through offline mode will be carefully checked and sent to the Controller of Examinations / Zonal Officer for evaluation along with a top-sheet.

Issued with due approval.

12/10/2020

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

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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, CMS, Dibrugarh University for information and necessary action.
5. The Principals/ Registrar / Director, of Tinsukia College, Women's College Tinsukia, CKB Commerce College, NERIM, NEF, ISBM Guwahati for information and with a request to circulate the information among the students and concerned Faculty for smooth conduct of examination.
6. The Joint Controller of Examinations 'C' for information and necessary action.
7. The Joint Registrar (Academic), Dibrugarh University, for information.
8. The Dy. Controller of Examinations-A *i/c*, Dibrugarh University for information.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
11. Office File.

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