



OFFICE OF THE REGISTRAR:: DIBRUGARHUNIVERSITY:DIBRUGARH

No.: DU/EX/CoE/TDC (NCBCS & CBCS)/2020/2021/ 5162

Date: 28.07.2021

NOTIFICATION


(Circulated through Email and University Website)

Sub: Conduct of B. A. / B. Sc. / B. Com. 1st & 3rd Semester (CBCS), 2020 and B. A. / B. Sc. / B. Com. 2nd, 4th & 6th Semester (Non-CBCS), 2021 Backlog as well as Regular Examinations

It is hereby informed to all concerned that the B. A. / B. Sc. / B. Com. 1st & 3rd Semester (CBCS), 2020 Regular as well as Backlog Examinations shall be held in *Blended (Offline + Online) but not Open Book (OB) mode*. Also the B. A. / B. Sc. / B. Com. 2nd, 4th & 6th Semester (Non-CBCS), 2021 Regular as well as Backlog Examinations shall be held in *Open Book Examination (OBE) mode*. *Said Examinations shall be held from the second half of the month of August, 2021 (tentatively)*. Accordingly all concerned are hereby requested to prepare themselves for the same. Detail time schedule of the Examinations (wherever necessary) shall be circulated through University Website only Seven (07) days ahead of the concerned Examinations. The detailed Guidelines for conduct of the Examinations are enclosed herewith as **Annexure-A, B & C**.

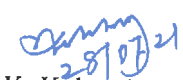
Clause No. II of the UGC Guidelines on Examinations and Academic Calendar in view of COVID – 19 Pandemic – July, 2021 notified vide no. D.O.No.F.1-1/2021 (Secy) dated 16th July, 2021 *shall be followed for the assessment of the intermediate (i.e., 2nd & 4th) semester students of CBCS mode*.

Issued with due approval.


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

Copy to:

1. The Hon'ble Vice Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for kind information.
3. The Registrar, Dibrugarh University, for kind information.
4. The Director, College Development Council, Dibrugarh University, for information.
5. The Principals/ Directors of the Affiliated Colleges/ Institutes affiliated to/ permitted by Dibrugarh University, for information *with a request to circulate the Notification and the Annexure-(A, B, C) among the Teachers and Examinees of his/her College/Institute*.
6. The Joint Registrar (Academic), Dibrugarh University, for information & necessary action.
7. The Joint Controller of Examinations-C, Dibrugarh University, for information.
8. The Deputy Controller of Examinations-A, Dibrugarh University, for information and necessary action.
9. The Deputy Controller of Examinations-B i/c, Dibrugarh University, for information.
10. The Academic Officer, Dibrugarh University, for information.
11. The Programmer, Dibrugarh University *with a request to upload the Notification and the Annexure-(A, B & C) in the Dibrugarh University website*.
12. File.


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

ANNEXURE-A

GUIDELINES FOR CONDUCT OF B. A. / B. SC. / B. COM. 1ST & 3RD SEMESTER (CBCS), 2020 AND B. A. / B. SC. / B. COM. 2ND, 4TH & 6TH SEMESTER (NON-CBCS), 2021 BACKLOG AS WELL AS REGULAR EXAMINATIONS DIBRUGARH UNIVERSITY

A. GUIDELINES FOR THE COLLEGES:

A.1: For 6th Semester B. A. / B. Sc. / B. Com. (Non CBCS), 2021 Regular as well as Backlog Examinations

1. Examinations shall be held in Open Book Examination (OBE) mode.
2. Soft copy of the Question Papers shall be provided by the Examination Branch, Dibrugarh University.
3. The Examination Routine shall be circulated through Email and University Website only.
4. Subjective Questions shall be given to the candidates with suitable number of options giving equal importance / weightage of each Unit of the entire syllabus of a course. The Questions will be devised in a manner so as to assess the interpretation and application of knowledge, comprehension skills and critical thinking skills rather than only knowledge recall.
5. *Evaluation of Answer Scripts shall be carried out by the respective College Examination Centres.*
6. Theory Question Papers shall be set only on *50% of the total marks allotted in a paper / course for all programmes regardless of the length of a paper (i.e., full or half paper). Awarded marks shall then be converted on the basis of original total and be submitted to the University Examination Branch by the College Examination Centres following the Examination Branch guidelines.*
7. For full theory papers of more than 50 marks, time allowed is Two (02) Hours and for Half Theory Papers of 50 marks or less than 50 marks, time allowed is One and a half ($1\frac{1}{2}$) Hours only.
8. Responsibilities (at the College level) shall be given to all faculties of the subject concerned through the formation of miniature group of examinees for **monitoring** during the examination.

9. All the marks of Practical Papers shall be awarded purely on the basis of online viva – voce examinations to be conducted by the concerned department of the respective college examination centres in presence of the subject teacher and HoD.
10. Evaluation work shall be made by the concerned College Examination Centres. For this, *downloaded verified copy of the answer script (certified by the faculty or HoD who will be entrusted the responsibility of monitoring the concerned examinee) or original hard copy of the answer script (in case of offline submission / offline examination) shall be considered for evaluation. Subject to the maintenance of proper record, college examination centres may also adopt the method of e-evaluation through Google Classroom or NLP or any other platform available / developed by the College Examination Centres.*
11. **The evaluation work at the College Examination Centres shall be completed within Seven (07) Days from the last date of Examination.**
12. The College Examination Centres shall have to submit the answer-scripts of the candidates to the University as and when required.

A.2: For 2nd & 4th Semester B. A. / B. Sc. / B. Com. (Non CBCS), 2021 Backlog Examinations

1. Examinations shall be held immediately after the 6th Semester B. A. / B. Sc. / B. Com. (Non CBCS), 2021 Regular as well as Backlog Examinations **in Open Book Examination (OBE) mode** as done earlier in case of B.A./B.Sc./B.Com. 1st, 3rd and 5th Semester Backlog Examinations (Non CBCS), 2020 for those Courses which were postponed due to COVID-19 pandemic *w.e.f.* 26.04.2021.
2. The Examinations shall be **conducted by the respective College.**
3. The individual College can prepare the Examination Routine and circulate it among the candidates.
4. Question papers shall be prepared by the respective Colleges.
5. Subjective Questions shall be given to the candidates with suitable number of options giving equal importance / weightage of each Unit of the entire syllabus of a course. The Questions should be devised in a manner so as to assess the interpretation and application of knowledge, comprehension skills and critical thinking skills rather than only knowledge recall.
6. Questions shall be based on 25% of the total marks assigned in a Course/Paper. Awarded marks shall then be converted on the basis of original total. The Final Marks shall be submitted to the University by the Colleges.



7. The **maximum** duration of the examinations shall be of **90 minutes**.
8. Responsibilities (at the College level) shall be given to all faculties of the subject concerned through the formation of miniature group of examinees for **monitoring** during the examination.
9. All the marks of left-over Practical Papers (if any) shall be awarded purely on the basis of online viva – voce examinations to be conducted by the concerned department of the respective college examination centres in presence of the subject teacher and HoD.
10. Evaluation shall be based on the **soft copies** of the answer scripts submitted by the candidates *to be certified by the faculty* who is responsible for monitoring the concerned candidate or on the **hard copies**. *Subject to the maintenance of proper record, colleges may also adopt the method of e - evaluation through Google Classroom or NLP or any other platform available / developed by the Colleges.*
11. The Colleges are requested to conduct examinations as per their convenience but not later than Seven (07) days after the completion of the 6th Semester B. A. / B. Sc. / B. Com. (Non CBCS), 2021 Regular as well as Backlog Examinations. **However, the final marks awarded to the candidates should be submitted to the University within 7 (seven) days from the last date of commencement of the Examinations.**
12. The Colleges shall have to submit the answer-scripts to the University as and when required.

A.3: For 1st & 3rd Semester B. A. / B. Sc. / B. Com. (CBCS), 2020 Regular as well as Backlog Examinations

1. Examinations shall be held in **Blended (online + offline) but not OBE** mode by covering entire syllabus.
2. Soft copy of the Question Papers shall be provided by the Examination Branch, Dibrugarh University.
3. The Examination Routine shall be circulated through Email and University Website only.
4. The candidates shall have to answer only 50% of the total marks of the Question Paper and accordingly the evaluation work shall be made **only at the College Examination Centers**. Evaluated awarded marks (*after doubling*) shall then be submitted to the University Examination Branch by the Colleges following the Examination Branch guidelines. **Excess answer shall be avoided by the evaluator during the process of evaluation.**

5. For full theory papers of more than 50 marks, time allowed is Two (02) Hours and for Half Theory Papers of 50 marks or less than 50 marks, time allowed is One and a half ($1\frac{1}{2}$) Hours only.
6. Responsibilities (at the College level) shall be given to all faculties of the subject concerned through the formation of miniature group of examinees for **monitoring** during the examination.
7. All the marks of Practical Papers shall be awarded purely on the basis of online viva – voce examinations to be conducted by the concerned department of the respective college examination centres in presence of the subject teacher and HoD.
8. ***Evaluation work shall be carried out by the concerned College Examination Centres.*** For this, *downloaded verified copy of the answer script (certified by the faculty or HoD who will be entrusted the responsibility of monitoring the concerned examinee) or original hard copy of the answer script (in case of offline submission / offline examination) shall be considered for evaluation. Subject to the maintenance of proper record, college examination centres may adopt the method of e-evaluation through Google Classroom or NLP or any other platform available / developed by the College Examination Centres.*
9. **The evaluation work at the College Examination Centres shall be completed within Seven (07) Days from the last date of Examination.**
10. The College Examination Centres shall have to submit the answer-scripts of the candidates to the University as and when required.

NOTE: TO MAINTAIN THE SANCTITY OF EXAMINATIONS, THE UNIVERSITY AUTHORITY SHALL TAKE NECESSARY MEASURE FOR MONITORING ALL THE AFOREMENTIONED EXAMINATIONS

B. GUIDELINES FOR THE CANDIDATES:

B.1: For Open Book (OB) and Online Mode Examinations


1. The Candidates shall be allowed to sit in / write the Open Book Examinations (OBE) from their home / place of residence. However, they shall have to complete answering the Questions of the examination and submit the same to the College within the stipulated time as stated in the Question Papers.
2. Candidates shall be allowed to access/refer to all the books or e-resources to write their answers **only in case of the OBE**. However, their answers **should not be replicated in exact form** from such sources.

3. The candidate who are going to appear the B.A./B.Sc./B.Com. 1st & 3rd Semester (CBCS) Regular as well Backlog Examinations, 2020 in online mode shall be allowed to appear the Examinations from their home / place of residence. They will **not be allowed to access/refer to any book or e-resources to write their answers like in case of the OBE.** However, they shall have to complete answering the Questions of the examination and submit the same to the College within the stipulated time as stated in the Question Papers.
4. Question papers shall be uploaded in the Google Classroom platform on the scheduled date of a particular examination, at least 20 (twenty) minutes before the start of examination time by the Principal (s) of the respective College(s). The Question papers may also be accessed by the candidates through their Whatsapp group. Hence, the candidates are advised to form Whatsapp Groups (with their active Whatsapp number) and join themselves with the concerned Course Teacher/ Principal of the College/ Institute to facilitate the process of the **OBE** as well as **Online Examination** further.
5. Candidates are advised to clearly mention the (a) Roll Number (as per the Admit Card issued by the University), (b) Name of the Examination, (c) Course Title and Course Code, (d) Date of the Examination, (e) Self-signature, (f) Numbering of pages, (g) Mentioning of total pages in their Answer scripts. Additionally, they should sign in **each page** of the answer-scripts. Specimen of the first & the subsequent pages of answer-scripts have been shown in **Annexure B & Annexure C** respectively for ready reference of the candidates.
6. Maximum number of Pages per course / paper shall not exceed the limit of **20 Pages in A4 size paper for OBE.**
7. **There shall be no limit of papers to be used by the candidates for answering the questions in case of Online Mode Examinations which is not in the form of OBE.**
8. Candidates should write the answers in the OBE/Online Mode with either Blue or Black Ball Pen only. However, in case of specific illustrations/drawings, pencils and other colours may also be used.
9. Word-limits may be specified by a paper-setter for answering a question. In such a case, it will be mentioned in the question paper, and the candidates are advised to comply with that.

10. The candidates shall have to submit the Scanned Copies of their Answer-Scripts in **PDF format** through the Google Classroom link from where they had downloaded the Question paper. If a candidate fails to submit the Answer-scripts through Google Classroom within the stipulated time, they may e-mail the same to the concerned course teacher/HoD/Principal as advised by the authority of the concerned examination centre. The submission process should be completed **within 30 (thirty) minutes** from the completion of the examination hour. Candidates are advised to use **Microsoft Lens, Adobe Scan, Doc Scanner** or such app suitable for scanning and sending the Answer Scripts in PDF format by using their smart phones.
11. Candidates may also submit their original hand written copy (ies) of the answer script(s) to the concerned College Examination Centre (s) within 60 (sixty) minutes from the completion of the examination hour **wherein timely submission of the same copy (ies) in soft form is a must.** The submitted hard copy (ies) must be verified and certified by the concerned *faculty or HoD who will be entrusted the responsibility of monitoring the concerned examinee to ensure the originality and timely submission of the same.* In such cases, the COVID – 19 protocols should be maintained properly at the both end (i.e., the examination committee and the examinee as well).

B.2: For Offline Examinations

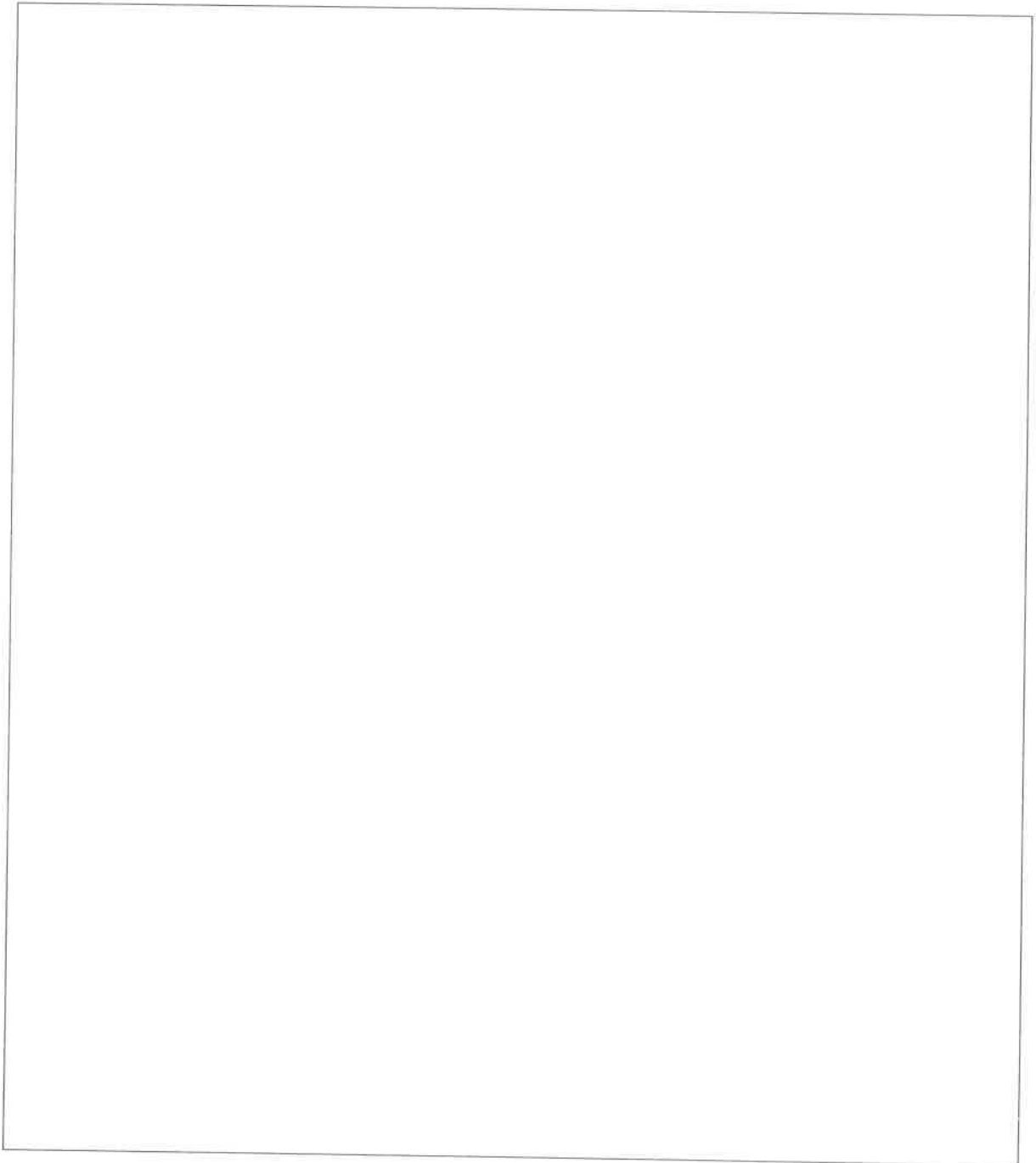
1. The candidates who are going to appear the **B.A./B.Sc./B.Com. 1st & 3rd Semester (CBCS) Regular as well as Backlog Examinations, 2020 in offline mode may be allowed** to appear the Examinations from their respective **College Examination Centres** in strict compliance with the COVID – 19 protocols issued by the competent authority from time to time.


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

Roll No:..... Name of the Examination:

Course Title & Course Code:

Date of Examination:..... Total pages in the Answer-scripts uploaded:



Full Signature of the Candidate

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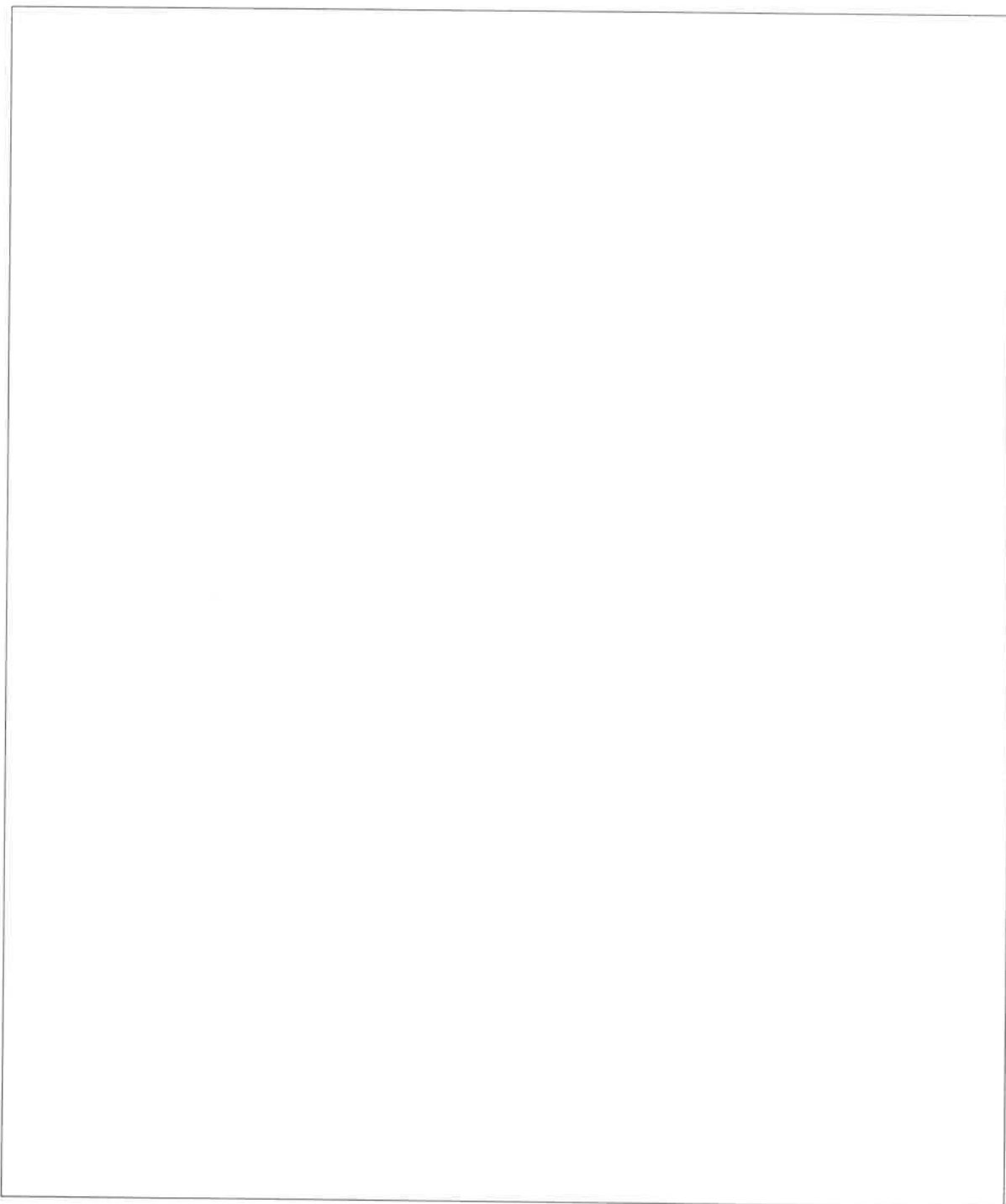
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