



**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY:DIBRUGARH**

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Date: 24.05.2021

**NOTIFICATION**

As recommended by the Meeting of the Deans, Heads of the Teaching Departments, Chairpersons of the Centres for Studies and Director, DUIET, Dibrugarh University held on 18.05.2021, the 122<sup>nd</sup> (Special and Online) Meeting of the Academic Council, Dibrugarh University, vide Resolution No.01 has approved the draft Guidelines to Conduct the Open Book Examinations (OBE) in Dibrugarh University, 2021.

The same Meeting of the Academic Council, Dibrugarh University also suggests to take all necessary actions for conducting the ensuing End-Semester Examinations of the various Post graduate Programmes of Dibrugarh University along with the End-Semester Examinations of the BBA, BCA, B.Tech., BA. in Performing Arts, B.P.Ed., and B.Lib.I.Sc. Programmes of Dibrugarh University in the OBE mode as per the Guidelines attached herewith as Annexure A.

Issued with due approval.

(Dr. B.C. Borah)  
Joint Registrar(Academic)  
Dibrugarh University

Copy to:

1. Hon'ble Vice Chancellor, D.U.
2. The Deans, Dibrugarh University.
3. The Registrar, Dibrugarh University.
4. The Controller of Examinations, Dibrugarh University for information and needful.
5. The Director, College Development Council, Dibrugarh University.
6. The Heads of the Departments, Chairpersons of the Centres for Studies, Director, DUIET, Dibrugarh University for information and needful.
7. The Principals/ Directors of the Affiliated Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for information and needful if any.
8. The Joint/ Deputy Controllers of Examinations, Dibrugarh University.
9. The Academic Officer, Dibrugarh University.
10. The Programmer, Dibrugarh University with a request to upload the Notification in the Dibrugarh University website.
11. File.

(Dr. B.C. Borah)  
Joint Registrar (Academic)  
Dibrugarh University



## **Guidelines to Conduct the Open Book Examinations (OBE) in Dibrugarh University, 2021**

### **A. The Open Book Examination (OBE):**

1. The OBE is an assessment tool of the students pursuing an Academic Programme, which is different from the traditional mode of examinations.
2. In OBE, students are allowed to consult text books and/ or other study materials while writing the answers of an examination.
3. Questions in OBE are 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.
4. It attempts to make use of case-based examination questions that require students to apply critical reasoning skills in response to a trigger scenario.
5. *Considering the present circumstances affected by the pandemic situation, Dibrugarh University has decided to opt for the OBE System in the ensuing end semester examinations.*
6. In order to apprise the teachers and students about the OBE system to be implemented in the ensuing Examinations, the present Guidelines are prepared for all concerned.
7. The proposed OBE shall be conducted for all the End-Semester Examinations of Post Graduate Academic Programmes of Dibrugarh University conducted in regular mode. It shall also be applicable for conducting end-semester examinations of the BBA, BCA, B.Tech., BA. in Performing Arts, B.P.Ed., and B.Lib.I.Sc. Programmes of Dibrugarh University.
8. Considering the present circumstances, the Guidelines may also be applicable for the other academic programmes of Dibrugarh University.

### **B. Guidelines for the Students:**

1. The Candidates shall be allowed to sit in/ write the Open Book Examinations (OBE) from their home/place of residence. However, they will have to complete answering the Questions of the examination and submit the same to the University 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. However, their answers should not be replicated in exact form from such sources.
3. The question pattern of the OBE shall be moderately different from that of the examinations conducted till now. The question paper should include questions that test higher order thinking abilities of students, such as application skills, critical analysis, problem solving abilities etc.
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. The Question papers may also be accessed by the students through their Whatsapp group. Hence, the students are advised to form Whatsapp Groups (with their active Whatsapp number) and join themselves with the concerned Head of Department/ Chairperson of Centre for Study/Course Teacher/ Principal of the College/ Institute to facilitate the process of the OBE further.
5. Students are advised to clearly mention the (a) Student Roll Number, (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. *[A sample of the information to be put in the first page of an Answer script will be provided by the University].*
6. Students should write the answers in the OBE with either Blue or Black Ball Pen only. However, in case of specific illustrations/drawings, pencils and other colours may also be used.
7. 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 students are advised to comply with that.
8. The Students 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. The submission process should be completed within 30 (thirty) minutes from the completion of the examination hour. Students 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 smartphones.
9. There shall be a Mock Test on a small portion of a Course on a date prior to the actual examination schedule which will be conducted by the concerned Department/ Centre for Studies/ DUIET/ College/ Institute. Students are advised to participate in the Mock Test to orient themselves in the OBE, for appearing the actual End Semester examination.
10. If possible, upon completion of the entire examination schedule, the Students shall send all the hard (original) copies of their answer-scripts to the Office of the Department/ Centre for

Studies/ DUIET/ College/ Institute concerned through Registered / Speed Post in a single sealed envelope of A4 size. Otherwise, they may also submit the same, at a later date, when they come to the University/ College for attending the regular offline classes.

**C. Guidelines for the University Teaching Departments, Centres for Studies, Colleges and Institutions:**

1. The Controller of Examinations shall appoint the Heads of the Teaching Departments, Chairpersons of the Centres of Studies, Director, DUIET and Principals of the concerned Colleges as the Officer(s) in Charge for conducting the OBE of the relevant programme(s).
2. The Controller of Examinations shall coordinate with the concerned Teaching Departments and Centres for Studies regarding setting of question papers suitable for the OBE mode proposed by Dibrugarh University.
3. The Officer(s) in Charge shall take all necessary measures to upload the question papers in Google Classroom and/or Whatsapp Group as per the Schedule, either on his/her own or through the concerned Course teacher(s) and shall also receive the Answer-scripts as per the provisions in these Guidelines.
4. The Teaching Departments, Centres for Studies, DUIET and the concerned Colleges shall orient themselves on the OBE and these Guidelines, and counsel the students for the OBE system ensuring adoption of all necessary measures for successful implementation of the same.
5. For the convenience of the students and in order to familiarize them with the OBE, all Teaching Departments, Centres for Studies, DUIET and the concerned Colleges shall conduct a Mock Test on a small portion of a Course on a date prior to the actual examination schedule.
6. The Offices of the Teaching Departments, Centres for Studies, DUIET and the concerned Colleges shall receive the hard (original) copies of the answer-scripts sent by the students either by post or when they come for attending offline regular classes.

**D. Modus-Operandi of the OBE to be conducted by Dibrugarh University:**

1. The OBE shall be conducted covering the entire syllabus of a particular course.
2. The duration of the End-Semester Examination of all Courses of either 3 or 4 Credits shall be of 90 (ninety) minutes. The Examinations for a 3 or 4 Credit courses shall be of 50% of the total marks.
3. The duration of the examination of all 2 Credit Courses shall also be of 90 (ninety) minutes, and the total marks of the Question Papers shall be on the basisfull marks.

4. The Practical examinations shall be conducted by the concerned Teaching Departments, Centres for Studies and/ or Colleges/ Institutes as per their own convenience in coordination with the Office of the Controller of Examinations.
5. The Teaching Departments, Centres for Studies and/ or Colleges/ Institutes shall take all necessary actions to ensure the sanctity of the examinations as per their own convenience/ provisions.

**E. General Guidelines:**

1. Dibrugarh University shall publish a detailed Standard Operating Procedure (SOP) for the conduct of the OBE in the End Semester Examinations along with the compliance of these Guidelines.
2. In case of any exigency not covered by the Guidelines given above, administrative decisions may be taken by the University authority as per the relevant Rules, Ordinances and the Act of Dibrugarh university.

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