



**DIBRUGARH UNIVERSITY
DIBRUGARH**

Standard Operating Procedure (SoP)

**For conducting Open Book Examination (OBE) of PG, BBA, BCA, BTech,
BA in Performing Arts, BPEd, BLiblSc, BSW and other equivalent Programmes
under Regular mode.**

This Standard Operating Procedure (SOP) shall be used for conducting Open Book Examinations (OBE) of PG, BBA, BCA, BTech, BA in Performing Arts, BPEd., BLiblSc, BSW and similar programmes under Regular mode of Dibrugarh University.

1. The OBE shall be conducted for End-Semester (Theory part) covering the entire syllabus of a particular course.
2. The candidates shall be allowed to sit in / write the Open Book Examinations (OBE) from their home / place of residence and have to complete answering the Questions of the examinations and upload the soft copy within the stipulated time.
3. The duration of the End-Semester Examination of all courses of **3 or 4 credits** shall be of **90 (ninety) minutes** and shall be of **50% of the total marks**.
4. The duration of the End-Semester Examination of all courses of **2 credits** shall also be of **90 (ninety) minutes** and total marks of the Question Papers shall be of **full marks**.
5. Candidates are allowed to access/ refer to all the books or e-resources judiciously. However, their answers should not be replicated exactly from the sources. Honesty and transparency of the students are expected while writing Open Book Examination. The students are also advised to acknowledge the source.

Prerequisites

A Separate Google Classroom will be created by the respective Teaching Departments, Centres for Studies, Institutes and Colleges. All examinees will join the Classroom using their approved email IDs. The candidates need to send their valid phone No. and email ID to their respective Department / Centre/ Institute /College and accordingly the students shall be provided an email ID by the concerned Department / Centre/ Institute /College. The examination will be conducted by creating an assignment. The assignment will have a deadline for submission and the candidates will have to upload the scanned copies of their answer-scripts in **PDF format** in the particular assignment

The Examination Process

1. Necessary verification shall be made to check whether the candidates join the Google Classroom using their approved email IDs or not.
2. The Question papers shall be uploaded in the Google Classroom platform on the schedule date of a particular examination at least **20 (twenty) minutes** before the start of the examination time. If in any case, a student faces difficulty in downloading the question paper, she /he may request her/his Department / Centre / College to get the same on her/his designated e-mail ID. In such case, the question paper will be directly sent to the students'

email address. However, this option may be exercised only in case of any emergency. The Question papers may also be made available to the students through their Whatsapp group, therefore, the students are advised to form Whatsapp group with their active Whatsapp number and join themselves with the concerned Head of the Department / Chairperson of Centre of Study / Course Teacher / Principal of the College / Institute to facilitate the process of OBE further.


3. Candidates will have **standard A4 size paper** ready with them. First page will contain the (a) Student Roll Number, (b) Name of the Examination, (c) Course Title & Course Code, (d) Date of the Examination, (e) Page Number, (f) Mentioning Total Pages in their answer-scripts, (g) Signature of the Student. In the subsequent pages only the (a) Page Number, (b) Roll Number, (c) Course Title & Course Code and (d) Signature of the Student to be mentioned. Specimen copies of the front page and subsequent page is in the **Annexure A & B**. Students should take printout of adequate number of copies of front page and subsequent pages for all examinations.
4. Answers will be written from the first page itself. Students should use **Blue or Black Pen only** and **write on one side** for better scanning and readability. However, in case of specific illustrations / drawings, pencils and other colours may also be used.
5. **Word-limits** may be specified in the Question Paper and the students are advised to comply with it.
6. Candidates will be given **90 (ninety) minutes** to answer the questions.
7. The specially abled candidates shall be entitled for compensation time of maximum 20 (twenty) minutes per hour of the examination. Details of eligibility and other information are available at www.dibru.ac.in.
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 have downloaded the Question Paper. 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. The answer-script should be scanned clearly and ensure that the margin should be maintained on the left and right and on top and bottom to get full view of the answer-script. The students should Double check the scanned answer-script before submitting. In case, for any reason, if a student is not able to upload the answer-scripts in the Google classroom id, the same can be sent in PDF format at the designated e-mail address. However, this option may be exercised only in case of any emergency. 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 any other application suitable for scanning and sending the answer-scripts in PDF format by using their smartphones.
9. If in the opinion of the University, the uploading or submission of answer-scripts within the stipulated time appears **to be delayed with malafide intention**, her/his candidature may be cancelled.

10. Upon completion of the entire examination schedule, the students shall send all the hard (original) copies of their answer-scripts to the Head of the Department / Chairperson of Centre for Studies/ Director, DUIET/ Principal of College / Institutes concerned through Registered / Speed Post in a single sealed envelope of A4 size. The sending and receiving address must be legibly written. Otherwise they may also submit the same at the later date, when they come to the University / College for attending regular offline classes.
11. The Practical examinations shall be conducted by the concerned Teaching Departments, Centre for Studies / Colleges/ Institutes as per their own convenience in coordination with the Office of the Controller of Examinations.
12. Students who are affected by COVID-19 will be given a special chance to appear in the said examination later subject to submission of documentary evidence.

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 should be carefully checked before evaluation or dispatched to the concerned Zonal Officer for evaluation.

Issued with due approval.



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

Memo No.: DU/EX/CoE/SOP/OBE/ 327

Date: 04.06.2021

Copy to:

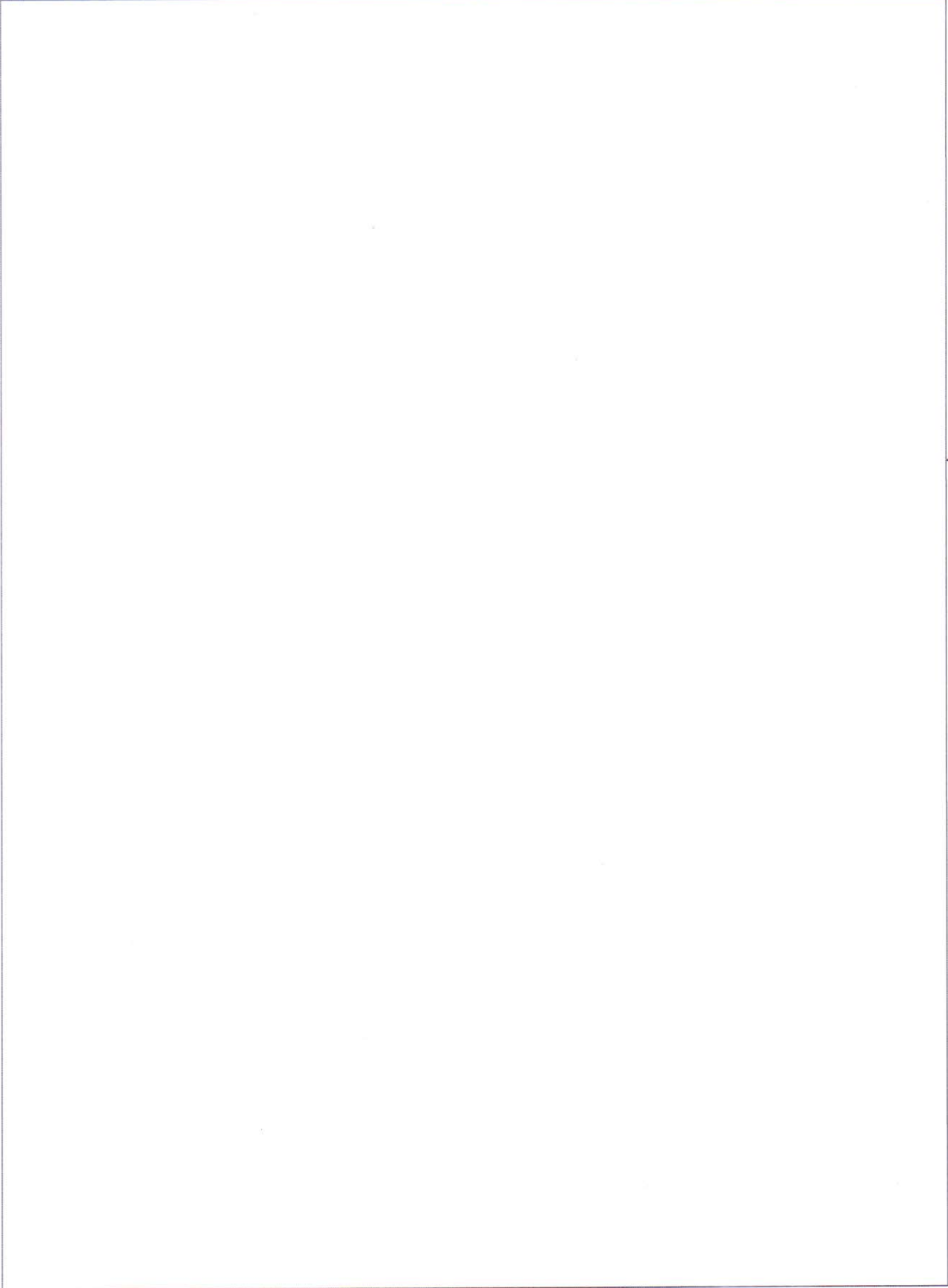
1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of his kind information.
2. All the Deans, Dibrugarh University for favour of their kind information.
3. The Registrar, Dibrugarh University for favour of information.
4. All HoDs/Chairpersons of Centre for Studies/ Director, DUIET, Dibrugarh University for kind information and necessary action.
5. The concerned Principals/ Directors of the affiliated colleges/ institutes of Dibrugarh University, for information and necessary action.
6. The Joint/ Dy. Controllers of Examinations (C/ A/ Bi/c), Dibrugarh University for information and necessary action.
7. The Joint Registrar (Academic), Dibrugarh University for information.
8. The Programmer, Dibrugarh University for information and with a request to upload the SOP for OBE in the University website.
9. Office File.


(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):.....



1"

1"

Full signature of the student

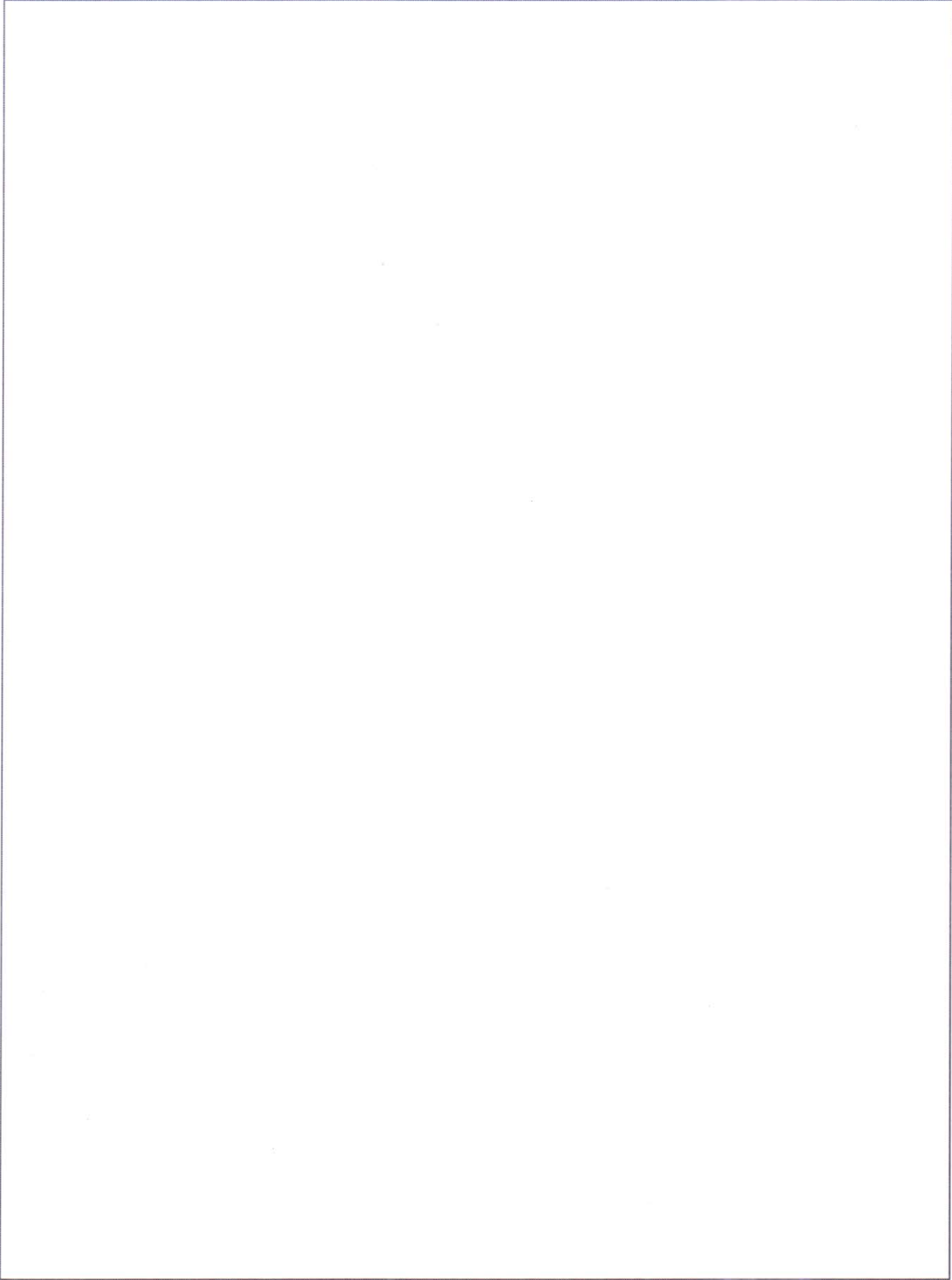
.....

1"

Specimen of Subsequent Pages

Page No:.....

Roll No:..... Course Title & Course Code:.....



↔
1"

↔
1"

Full signature of the student:

.....

↕ 1"