

ANNEXURE-A

**GUIDELINES FOR CONDUCT OF B.A./B.SC./B.COM. 1ST, 3RD AND 5TH
SEMESTER BACKLOG EXAMINATIONS (NON CBCS), 2020,
DIBRUGARH UNIVERSITY**

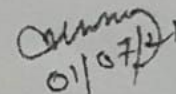
A. GUIDELINES FOR THE COLLEGES:

1. Examinations shall be held in Open Book Examination (OBE) mode.
2. The Examinations shall be held **only for those Courses which were postponed due to COVID-19 pandemic w.e.f. 26.04.2021.**
3. The Examinations shall be **conducted by the respective Colleges.**
4. The individual College can prepare the Examination Routine and circulate it among the candidates.
5. Question papers shall be prepared by the respective Colleges.
6. Subjective Questions shall be given to the candidates with suitable number of options. 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.
7. Questions will 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.
8. The **maximum** duration of the examinations shall be of **90 minutes.**
9. 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 (if required)** during the examination.
10. Evaluation shall be based on the **soft copies** of the answer scripts submitted by the candidates ***to be endorsed by the faculty*** who is responsible for monitoring the concerned candidate or the **hard copies.**
11. The Colleges are requested to conduct examinations as per their convenience. **However, the final marks awarded to the candidates should be submitted to the University within 15 days from the date of issue of this notification.**
12. The Colleges shall have to submit the answer-scripts to the University as and when required.*

B. GUIDELINES FOR THE CANDIDATES:

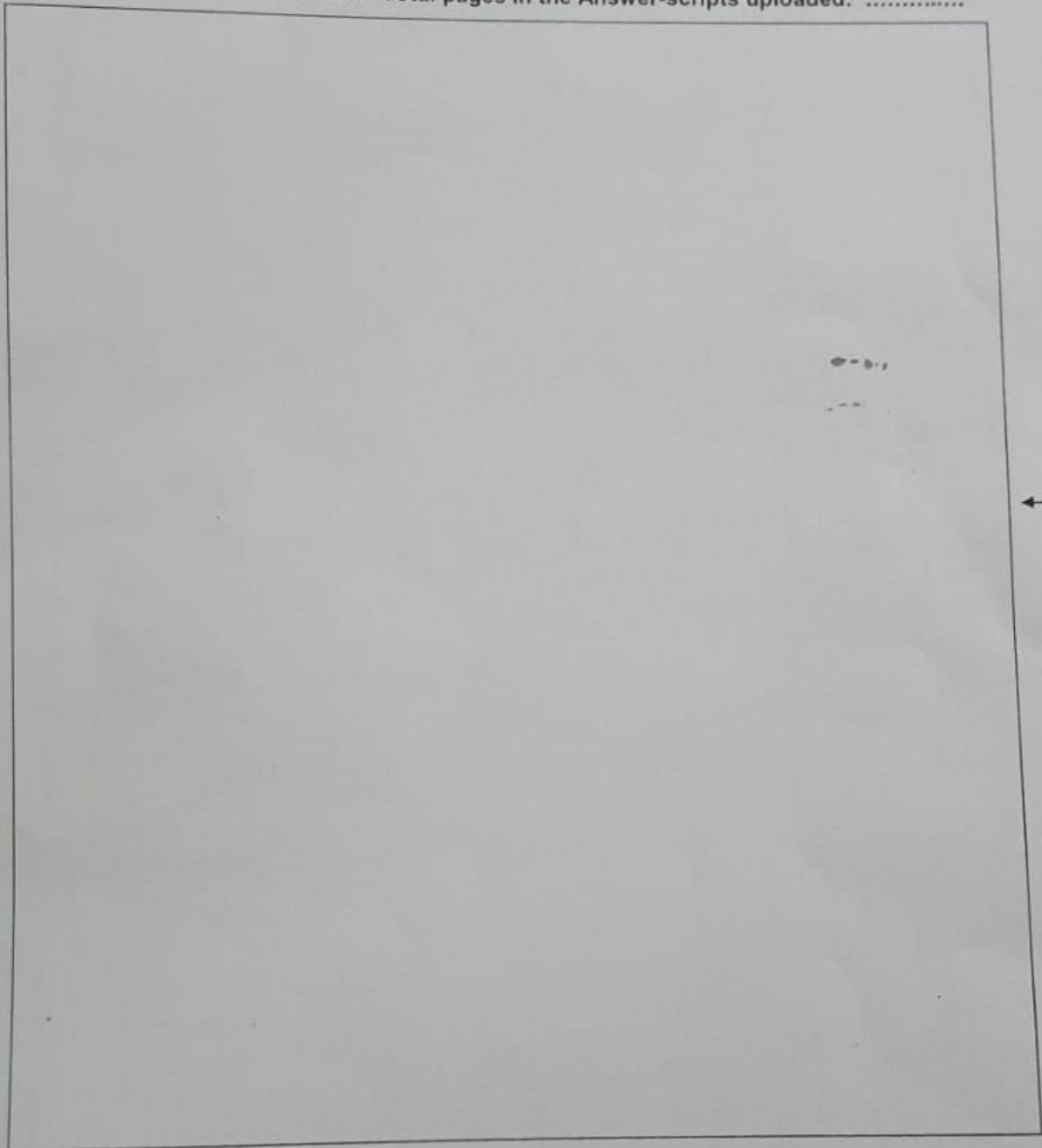
1. The Candidates shall be allowed to sit in/ write the Open Book Examinations (OBE) from their home/place of residence. However, they shall have to complete answering the Questions of the examination and submit the same to the College within the stipulated time as stated in the Question Papers.
2. Candidates shall be allowed to access/refer to all the books or e-resources to write their answers. However, their answers **should not be replicated in exact form** from such sources.
3. 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 further.
4. 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.
5. Maximum number of Pages per course / paper shall not exceed the limit of 16 Pages in A4 size paper.
6. Candidates 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 candidates are advised to comply with that.

8. 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/Principal. 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.
9. Candidates may also submit the hard copy (ies) of the answer scripts to the concerned College (s) **{only in exceptional circumstances}** within 30 (thirty) minutes from the completion of the examination hour.


01/07/21

(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:



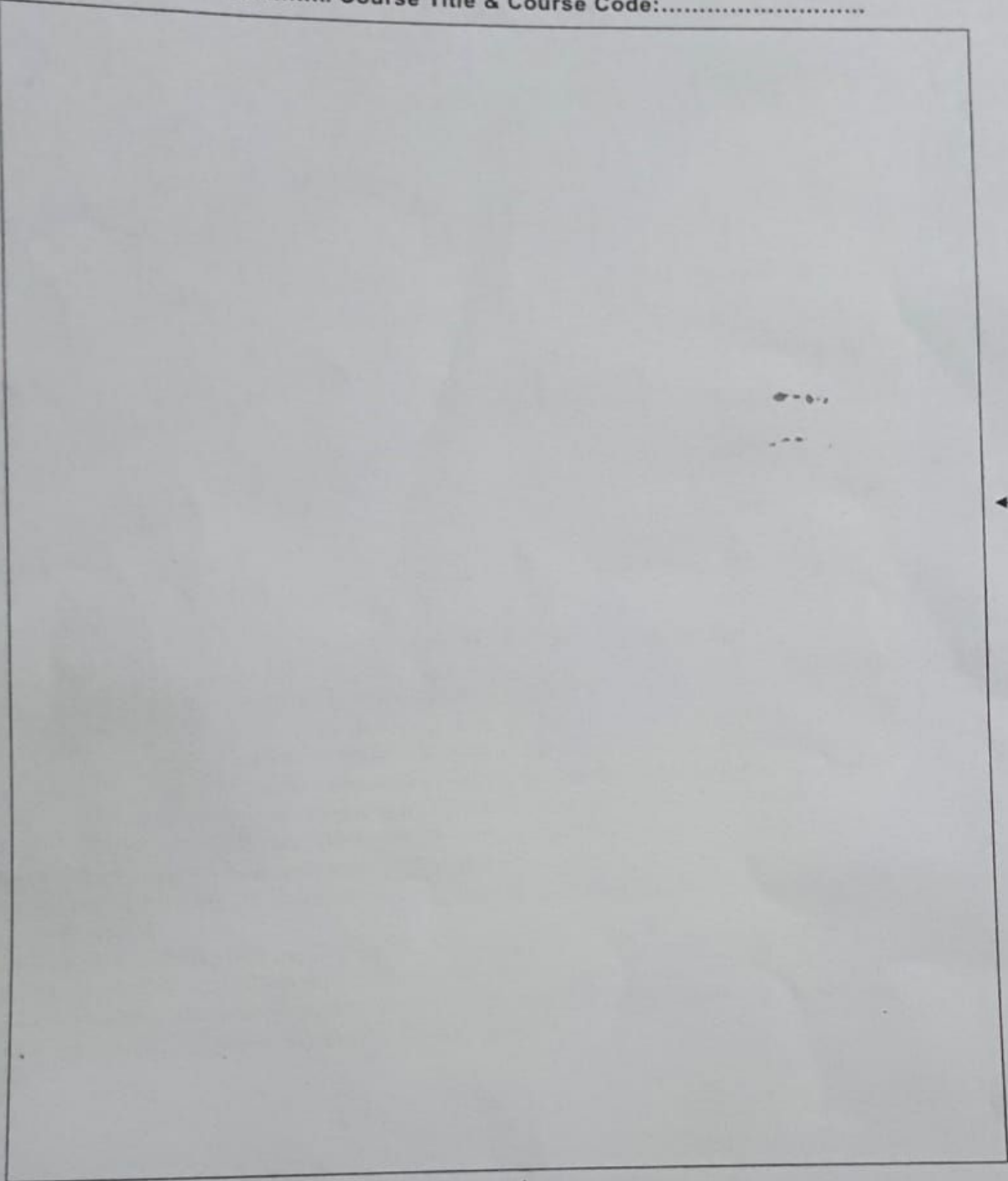
Full Signature of the Candidate

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Specimen of Subsequent Pages

Page No:.....

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



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