



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

Ref. No.: DU/Ex/CE/Instruction/online Exam /2020/ 1067

Date: 22.09.2020

**Instructions for Online Examination in (blended and Not Open Book ) form as per the UGC & BCI Guidelines to be conducted for the 10<sup>th</sup> Semester students of BA/ B Com/BBALLB (Honours) with Backlog Of Even Semesters and 4<sup>th</sup> Semester LLM Examination with Backlog of Even Semesters (2019-20).**

The examination shall be conducted for the students of the C.J.S, D.U., Jorhat Law College, NERIM Law College and S.I.P.E Law College.

1. 10<sup>th</sup> Semester BA/BBA/B.Com LLB Examination (Hons) having backlog in (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> Semester) and 4<sup>th</sup> Semester LLM students for the session (2019-2020) shall appear in the examinations with 2<sup>nd</sup> Semester (back log).
2. Outgoing students (10<sup>th</sup> semester of BA/ B Com/BBALLB(Honours) or 4<sup>th</sup> Semester LLM )having backlog in even semesters shall also be allowed to appear in the concerned courses/ Subjects/ Papers along with the regular batch of (2019-2020) subject to eligibility and permission from the University Authority/as per rules.
3. The students shall be provided an Email id by the C J S / Concerned College / for sending scanned PDF File of answer scripts (to be notified in the university website by the University on receiving the same from the respective centre/ College). The Question papers will be uploaded in Google Classroom and monitoring will be done through Google Meet. **The Centre/ College shall appoint faculties as invigilators for the same and training shall be provided to the teachers by the centre/ college and invigilators shall prepare group for the same and recordings of invigilation shall have to be maintained and produced. The students shall have to keep the webcam on continuously during examination and shall sit visibly before the camera from the beginning till the completion of the examination on every day. They shall have to be available before the camera 15 minutes before the commencement of the examination and join the Google Class Room and Google Meet and shall have to appear in the examination by maintaining discipline and complying with the instructions. If the same is not complied with, the examination of the particular student shall be cancelled.**
4. The Students shall attempt to answer maximum 50% of total marks within 1<sup>1/2</sup> hrs(**for LLM students total maximum marks to be attempted shall be 40 marks**) in own handwriting on A 4 size Plain paper mentioning information in details as shown in Annexure A & B. The BA /BBA/ B.Com LLB (Hons.) Students shall use maximum 15 (Single pages) and L.L.M Students shall use maximum 20 (single pages) and the pdf of answer scripts shall be emailed immediately to the respective

- email id after close of examination. **Non compliance shall lead to cancellation of his/ her examination.** The students shall make the (PDF of scanned answer scripts by using Microsoft Lens, Adobe Scanner etc, and arrange serially pages - as Page No1, Page no 2, Page no 3....) and email to the respective email id only). They shall have to complete the entire process within thirty minutes after close of examination, i.e. ( if the examination will be over at 11.30 am , the (Pdf) shall have to be emailed to the respective email id before 12 noon) on the same day.
5. If not sent and received within the stipulated time, answer scripts shall be not accepted. The Students shall have to send legible and clear pdf and blurred answer scripts shall be not accepted and evaluated.
  6. The Students shall mention the Name Of the subject, semester (BA/ BCom/ BALLB(H) with semester or LLM with semester ) , Roll No, in the subject of his/her Email and also mention Paper name in the (Pdf) and mention the paper name and semester ) in the pdf .
  7. The Students shall be provided alternative email id, in case his/her previous mail fails and they shall send that email with pdf to the second email id with screen shots of the failed delivery message. The First page of the answer book shall contain the admit card of the students and same shall be emailed with the PDF. The same shall be exclusive of total pages of the answer scripts. The students shall have to sign every page as specified on the specimen.
  8. Separate email id will be created by the Principal/ Chairperson of the institute) with password to be maintained with utmost confidentiality and hard copies of answer scripts shall be sent under sealed cover by the officer- in- charge to the Controller of Examination with a declaration by him /her that, all Rules and Guideline have been followed and shall use the Top sheet or as per the instructions to be issued. **All email ids shall be notified by the University and students shall have to use the same.** .The Centre/ Colleges shall preserve the( emailed S E Scripts) for at least one year and students shall have to submit subsequently original answer scripts to the Centre/ Colleges.
  9. The Students shall preferably use two devices (Two android mobiles/ or one mobile and one laptop/desktop) with internet connectivity and university/ Colleges shall be not responsible for poor internet connectivity and inconveniences for the same.
  10. The student shall have to fill online Examination form and admit card will be issued to them (E- Admit Card) and shall have to submit correct personal email id and mobile nos to the respective Colleges and Centre, **and must submit answer scripts through that email id only. Answer scripts if not sent from registered email id shall be rejected.**
  11. Students are informed to visit university website regularly for any kind of information.
  12. Students are advised to strictly follow the specimen of the answer scripts to be used by them and shall prepare the same before examination to save time on the day of the examinations. They shall not put any unnecessary sign/ mark/ mobile no. etc. on the answer script and non-compliance with the same shall lead to cancellation of the examination.
  13. All instructions are to be followed strictly and non-compliance with the same shall lead to cancellation of the examination.

*Specimen of First Page*

**Annexure (A)**

**DIBRUGARH UNIVERSITY**

**Format of Answer-Script to be used by the student**

i) Univ. Roll No. (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_

ii) Registration No. of D.U. \_\_\_\_\_ (iii) Class/Semester (Regular/Backlog) \_\_\_\_\_

(iv) Name of the Paper / Course \_\_\_\_\_

(v) Code of Paper/ Course (mention programme) \_\_\_\_\_

**(BALLB/BALLB (H)/BBALLB (H)/BComLLB (H)/LLM)**

(vi) Centre Code \_\_\_\_\_

(vii) Total No. of Pages written by candidate \_\_\_\_\_ (viii) Sign. of the Student \_\_\_\_\_

(ix) Date of Exam \_\_\_\_\_ Year \_\_\_\_\_ P -1

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1"

*Specimen of Subsequent Pages*

Annexure (B)

Page No \_\_\_\_\_

Full Signature of the student \_\_\_\_\_

Roll No. (in figures) \_\_\_\_\_ Name of the Paper with Code \_\_\_\_\_

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Issued with due approval.

*Approved*  
22/9/2020

(Dr. A. Baruah)

Joint Controller of Examinations 'C'  
Dibrugarh University

Memo No.: DU/Ex/CE/Instruction/online Exam /2020/ 1068-76

Date : 22.09.2020

**Copy to**

1. The Hon'ble Vice-Chancellor, Dibrugarh University, for favour of his kind information.
2. The Registrar, Dibrugarh University for information.
3. The Chairperson, CJS, D.U. for information and necessary action.
4. The all the Principals of Law colleges affiliated to Dibrugarh University for information and necessary action
5. The Joint Registrar (Academic) D.U. for information.
6. The Joint / Deputy Controller of Examinations (C/A), D.U. for information and necessary action.
7. The System Administrator, EDPS, D.U. for information and necessary action.
8. The Programmer, D.U. with a request to upload the notification in the University website.
9. The Section Officer, Examination B, D.U. for information and necessary action
10. Office file.

*Approved*  
22/9/2020

(Dr. A. Baruah)

Joint Controller of Examinations 'C'  
Dibrugarh University