DIBRUGARH UNIVERSITY
DIBRUGARH

No. DU/Ex/SOP/MCA-PGDCA / Online- Offline/2020/ 1168   Date : 16.10.2020

REVISED
Instructions for the conduct
of 2nd / 4th / 5th Semester M.C.A Examinations (Backlog) for 6th semester students under CBCS (Online) mode for the session 2019-2020
and 2nd Semester / Annual PGDCA Examinations (Regular / Backlog) in (Online & Offline) mode for the session 2019-2020

The examination shall be conducted for the students of the Dibrugarh University and the Affiliated Colleges under Dibrugarh University in **Online mode** only for the MCA Examinations and both in **Online** and **Offline** mode for the PGDCA Examinations. The **Students shall attempt 50% of the Questions in each paper within 1^{1}/2 hrs.** The instruction (Part A) shall be applicable to **Online** Examination in (blended and Not Open Book) form and the candidates intending to appear in **Offline** mode (Part B) shall be governed by separate Instructions to be followed for that purpose for conduct of Offline Examination **complying with norms of social distancing and Covid19 protocol as per Govt. of Assam**. Option exercised once by Examinees on mode of Examination shall be final and not be allowed to change.

PART – A

Instructions (for online Mode)

1. Outgoing MCA students of 6th Semester having backlog and 2nd Semester/Yearly PGDCA (Regular/Compartmental) shall be allowed to appear in the concerned courses/ Subjects/ Papers subject to eligibility and permission from the University Authority/as per rules.

2. **The students shall be provided an Email id by the Concerned Centre / Colleges / Institute for sending scanned PDF File of answer scripts.** The Question papers will be uploaded in Google Classroom and monitoring will be done through Google Meet. The Colleges and University 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.

3. The **Students shall attempt 50% of the Questions in each paper within 1^{1}/2 hrs** in own handwriting on A4 size Plain paper mentioning information in details as shown in Annexure A & B. Students shall use maximum **15 (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.**

4. The students shall sign each page and make the PDF of scanned answer scripts by using Microsoft Lens, Adobe Scanner etc, and arrange serially (Pages - as Page No. 1, 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 the close of examination, i.e. (if the examination is over at 12.00 Noon, the (pdf) shall have to be emailed to the respective email id before 12.30pm on the same day.

5. If not sent and received within the stipulated time, answer scripts shall not be accepted. The Students shall have to send legible and clear pdf and blurred answer-scripts shall not be accepted and evaluated.

6. The Students shall mention the **Name of the subject, 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. **After the completion of the examination (all papers), students of Centre for Computer Science and Applications, Dibrugarh University, must send the hardcopies of all the papers (emailed during the examination) via Speed Post to the following address.**

> To
> The Chairperson
> Centre for Computer Science and Applications (CCSA)
> Dibrugarh University
> Dibrugarh -786004
> Assam

Candidates should write the following details on top of the Envelope.

> 1. Name of the Candidate
> 2. Mobile Number
> 3. Name of the College
> 4 Subject Name
> 5 Course/Paper code
> 6 Roll Number
> 7 Registration Number

9. **The students of the Colleges affiliated to Dibrugarh University must send the hardcopies of all the papers (emailed during the examination) via Speed Post to their respective colleges with all the information on the top of the envelope as mentioned above.**

10. **The Colleges on receiving pdf of the answer scripts (send via email) shall have to print the answer scripts (pdf) on the same day and sent under sealed cover by the officer- in- charge of the respective colleges to the Zonal Officer as informed by the Controller of Examination with a declaration by the officer in charge that, all Rules and Guidelines have been followed and shall use the Top sheet as per the instructions to be issued. All email ids conveyed by the Colleges shall be notified by the University and students shall have to use the same.**

The Colleges shall preserve the emailed Answer Scripts for at least one year and students shall have to submit subsequently original answer scripts to the Colleges.

11. **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.**

12. The students shall have to fill online Examination form and admit card will be issued to them. The student shall have to submit correct personal email id and mobile nos. to the respective Colleges, **and must submit answer scripts <u>through that email id only.</u> Answer scripts if not sent from registered email id shall be rejected. They may make photocopy of specimen of answer scripts to maintain uniformity.**

13. Students are informed to visit university website regularly for any kind of information.

14. **Students are advised to follow strictly the specimen of the answer scripts to be used by them and shall prepare the same before the 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.**

15. **The students are advised to make DTP of the cover page of the Answer Scripts as given in the specimen copy at Annexure —A.**

16. **All instructions are to be followed strictly and non compliance with the same shall lead to cancellation of the examination.**

17. **For Project and Practical Examinations instruction will be provided separately by the respective Colleges and University.**

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) MCA/PGDCA (Semester , Regular/Backlog) _____

(iv) Name of the Paper /Course _____

(v) Code of Paper/ Course (mention programme) _____

(vi) Centre Code _____

(vii) Total No. of Pages written by candidate _____

(viii) Full Signature of the Student _____

(ix) Date of Exam _____ ____Year_____

1 "

1"

1"

Specimen of Subsequent Pages

Page No_____

Full Signature of the student_____

Roll No. (in figures) _____Name of the Paper with Code

1"

1"

1"

Part —B

Instruction (for Offline Mode)
for PGDCA Exams only

1. The Offline examination shall be conducted as per the usual rules and procedure of the university by maintaining strictly the social distancing norms and Covid19 protocol as per Govt. of Assam.

2. Answer scripts shall be provided by the University and the examinees shall appear in the concerned Centre/ College / Institute

2. The Chairperson / Director / Principal of the concerned Centre /Colleges / Institutes shall strictly maintain all instruction/Guidelines for conduct of offline examinations.

4. Duration of examination shall be Two hours and the question papers shall be as same as online mode

Issued with due approval.

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

Ref. No.: DU/Ex/SOP/MCA-PGDCA / Online- Offline/2020/   Date : 16.10.2020

Copy to –

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Registrar, Dibrugarh University for favour of information.
3. The Controller of Examinations, Dibrugarh University for information.
4. The Chairperson, CCSA, Dibrugarh University for information and necessarya action.
5. The Principals, JB College (Autonomous), Dhemaji College, Moridhal College, DR College, Sibsagar College, BLB College, Amguri College, Moran College, Digboi College, Duliajan College, Gargaon College, Nazira College, DCB Girls' College, NN Saikia College, CNB College for information and request to circulate the notification among the students.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-A *i/c*, Dibrugarh University for information.
8. The System Administrator, Dibrugarh University for information and necessary action.
9. The Programmer, Dibrugarh University for information with a request to upload the Notification in the University website for wide circulation.
10. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
11. Office File.

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