



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No.: DU/Ex/CE/Instruction/online/BA/BCom/BBALL.B/Exam /2021/151 Date: 17.06.2021

Instructions for the conduct of Online Examination in (blended and Not Open Book) mode of 2nd, 4th, 6th & 8th Semester BA/BCom/BBALL.B. (Honours/ Non Honours) Programme (Regular/Backlog) for the session (2019-20)


Instructions for Online Examination in (**blended and Not Open Book**) mode as per the BCI Guidelines to be conducted for remaining part of 2nd, 4th, 6th and 8th Semester students of BA/ B Com/BBALLB (Honours/Non Hons) Programme (Regular/Backlog) for the Session (**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** and shall be conducted **for remaining part of End Semester Examinations** which had to be postponed due to Covid-19 Pandemic in April, 2021.

1. 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 by the Chairperson, C J S in the university website and also by the Jorhat Law College and NERIM Law College for their students with information to Controller of Examinations, DU and Chairperson, CJS). 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 shall have to be maintained and produced as and when called for. 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.
2. The Students shall attempt to answer **50% of total marks** within **1¹/₂ hrs (90 minutes)** *instead of 2 hrs as mentioned in the Question Papers* 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/ Non-Hons) students shall use maximum **22** (Twenty two Single pages) and the PDF of answer scripts shall be emailed immediately to the respective email id(to be notified by the C J S / College) 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 No: 1, 2, 3....) and **email to the respective email id**. They shall have to complete the entire process within thirty minutes after close of examination, (For example, if the examination will be over at 11.30 am, the PDF shall have to be emailed to the respect email ids before 12 noon) on the same day.

3. The answer scripts shall not be accepted if not sent and received within the stipulated time. The Students shall have to send legible and clear PDF. Blurred answer scripts shall not be accepted and evaluated.
4. The Students shall mention the **Name of the subject, Semester (BA/BCom/BBALL.B.(Hons) / Non Hons, with semester, Roll No in the subject of his/her Email** and also mention **Paper name in the (PDF) with code of the paper.**
5. The Students shall use **alternative email id**, in case his/her previous mail fails and they shall forward 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 accompany the admit card of the students** and same shall be emailed with the PDF and not answer questions on the first , which will be used for signature of examiner and entry of marks . The same shall be exclusive of total pages of the answer scripts. The students shall have to sign in full on every page as specified on the specimen.
6. 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 Zonal Officer with a declaration by him /her that, all Rules and Guidelines have been followed and shall use the Top sheet or as per the instructions to be issued. **The Centre/ Colleges shall preserve the records of E-Scripts for at least one year and students shall have to submit subsequently original answer scripts to the CJS / College after reopening of the same.**
7. The Students shall preferably use two devices (Two android mobile/ or one mobile and one laptop/desktop) with internet connectivity. The University/ Colleges shall not be responsible for poor internet connectivity and inconveniences for the same.
8. The student shall have to submit correct personal email id and mobile number to the respective Colleges / C J S and **Answer scripts if not sent from registered email id, shall be rejected.**
9. Students are informed to visit university website regularly for any kind of information.
10. Students are advised to strictly follow the specimen of the answer scripts to be used by them and shall fill up the same before examination to save time on the day of the examinations and prepare answer scripts in the format before commencement 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. **The Students shall attempt subsequent question only after completing first question and answer serially the questions** and noncompliance shall lead to cancellation of Examination.
11. **All instructions are to be followed strictly and non compliance with the same shall lead to cancellation of the examination.**

Issued with due approval.


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

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of his kind information.
2. The Dean, Faculty of Humanities & Law, Dibrugarh University for favour of her kind information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Chairperson, Centre for Juridical Studies, Dibrugarh University for information and necessary action.
5. The concerned Principals / Directors of the affiliated Law colleges/ institutes of Dibrugarh University, for information and necessary action.
6. The Joint Registrar (Academic), Dibrugarh University for information.
7. The Joint / Deputy Controllers of Examinations (C/ A / Bi/c), Dibrugarh University for information and necessary action.
8. The Assistant Registrar (Exams), Dibrugarh University for information & necessary action.
9. The Programmer, Dibrugarh University for information and with a request to upload the Instructions for Online BA /BBA/ B.Com LLB (Hons/ Non-Hons) Examinations in the University website.
10. Office File.



(Dr. P.K. Kakoty)

Controller of Examinations
Dibrugarh University

Page No _____

Full Signature of the student _____

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

