

Guidelines and Regulations for conduct of 10th Semester BA/ BCom/BBALLB Examination with Backlog Of Even Semesters and 4th LLM Examination with Backlog of Even Semesters (2019-20)

Online Examinations in (blended) form as per UGC & BCI Guidelines shall be conducted for final Semester (10th Semester)BA/BBA/B.Com LLB students(2019-2020) and 4th Semester LLM Students for the session (2019-2020) of the C.J.S, D.U., Jorhat Law College, NERIM Law College and S.I.P.E Law College.

1. 10th Semester BA/BBA/B.Com LLB Examination(Hons) having backlog in (2nd, 4th, 6th and 8th Semester) and 4th Semester LLM Examination for (2019-2020) shall also be conducted with 2nd Semester (back log).
2. Outing students having backlog shall also be allowed to appear in the concerned courses/ Subjects/ Papers along with the 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 (centrally) by the C J S / Concerned College / for sending scanned PDF File of answer scripts(TO BE NOTIFIED IN THE UNIVERSITY WEBSITE BY THE 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 shall have to be maintained and produced . The students shall have to keep the **webcam on** during examination and sit visibly before the camera from the beginning till the completion of the examination on every day. **If the same is not complied with , the examination of the particular student shall be cancelled .**
4. The Students shall attempt to answer 50% of total marks within 1½ hrs in own handwriting on A 4 size Plain paper mentioning information in detail as shown in Annexure A & B. The BA LLB/BBA/ B.Com LLB(Hons) Students shall use maximum 15 (Single pages) and L.L.M Students shall use maximum 20 (single pages) and emailing of answer scripts shall be completed within stipulated time of 1 hour and forty five minutes. **Non compliance shall lead to cancellation of his/ her examination.**
5. The students shall make the **(Pdf of scanned answer scripts by using Microsoft Lens, Adobe Scanner etc maintaining serially the page no)**

and email to the respective Centre to the specified Id) and shall have to complete within fifteen minutes after examination the process of making pdf and emailing the same and if not sent 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 be provided alternative email id , incase his/her previous mail fails and shall forward the email to that 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 and 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 .
7. Separate email id will be created by the Principal/ Chairperson of the institute) with password to be maintained with utmost confidentiality and hard copies will 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 with Top sheet subsequently or as per the instructions to be issued. **All email ids shall be notified by the University and students shall follow the same .They shall preserve the email E Scripts for at least one year.**
8. The Students shall preferably use two devices (to android mobile/ or one mobile and one laptop/desktop) with internet connectivity.
9. 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 script through that email id only. Answer scripts if not sent from registered email id shall be rejected .**
10. Students are informed to visit university website regularly for any kind of up to date .
11. Students are advised to strictly follow the specimen of the answer scripts to be used by them and shall prepare the same before examinations to avoid inconveniences on the day of the examinations and shall not put any sign/ mark/ mobile no etc on the answer script and non compliance with the same shall lead to **cancel**

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) College Name and 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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Specimen of Subsequent Pages

Annexure (B)

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Full Signature of the student _____

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



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