**Duliajan College, Duliajan**

Guidelines for Candidates appearing in the B.A/B.Sc./B.Com. 1st & 3rd Sem.(CBCS) Examinations, 2020 to be held in August, 2021 in Blended(Online + Off line) mode

1. The candidates who are going to appear the B.A/B.Sc./B.Com. 1st & 3rd Sem.(CBCS) Regular as well as Backlog Examinations 2020 in **online mode** shall be allowed to appear the examinations from their home/place of residence. **They will not be allowed to access/refer to any book or e-resource to write their answers like in the case of the OBE**. However, they shall have to complete answering the Questions on the examination within the stipulated time as stated in the Question Papers and submit the same to the college.
2. Question Papers shall be uploaded in the Google Classroom platform on the scheduled date of a particular examination, at least 20 minutes before the start of examination time by the HoD(s) of respective departments.
3. 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 Examination , (e) Self Signature ,(f) Numbering of pages (g) Mentioning of total pages in the Answer Script. Additionally, they should sing 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 of DU notification No DU/EX/CoE/TDC(NCBCS & CBCS)/2020/2021/5162 dated 28/07/2021.
4. There shall be no limit of papers to be used by the candidates for answering the questions in case of online mode examinations which is not in the form of OBE.
5. Candidates should write the answers in the online Mode with either Blue or Black Ball Pen only . However, in case of specific illustrations/ drawings, pencils and other colours may also be used.
6. Word limits may be specified by paper-setter for answering question, in such a case, it will be mentioned in the question paper, and the candidates are advised to comply with that.
7. The candidates shall have to submit the Scanned Copies of Answer- Scripts in **PDF format (Single File**) through the Google Classroom link from where they had downloaded the Question paper. **Single PDF file of Answer Scripts should be rename as Roll No of the student Course/Paper Code, e.g. if the roll No of a student is 1931001 and Paper Code is ASMH1, then name of the PDF file will be 1931001ASMH1.** The submission process should be completed within **30(thirty)** minutes from the completion of the examination hour. Candidate 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.
8. Candidate may also submit their original hand written copy (ies) of the answer script(s) to the concerned College Examination Centre (s) within 60 (sixty) minutes from the completion of the examination hour wherein timely submission of the same copy (ies) in soft form is a must. **The submitted hard copy (ies) must be verified and certified by the concerned faculty of HoD who will be entrusted the responsibility of monitoring the concerned examinee to ensure the originality and timely submission of the same. In such cases, the COVID- 19 protocols should be maintained properly at the both end (i.e, the examination committee and the examinee as well).**
9. The candidate who are going to appear the B.A./ B.Sc/ B.Com/ 1st & 3rd Semester (CBCS) Regular as well Backlog Examination, 2020 in offline mode, they will be allowed to appear the Examination from Duliajan College Examination Centre in strict compliance with the COVID -19 protocols issued by the competent authority form to time to time.



Dr. L. B. Gogoi

Principal,

Duliajan College, Duliajan

