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**Interim Regulations for Conducting the On-line Open Book  
UG/PG Examination for final semester students during Covid-  
19 Period**

**These Regulations, hereinafter referred to as “Interim Guidelines for conducting the On-line Open Book Examination for Final semester UG/PG Students during Covid-19 period”, shall be applicable for the Even Semester of 2019-20 (January-June, 2020) and onwards till the pandemic period continues and conduction of normal off- line monitored examination becomes possible and shall come into effect from the date they are approved by the Academic Council.**

**Background**

In this critical situation of COVID19 Pandemic, the examinations cannot be conducted in the conventional mode, since safety of the students is our utmost priority. Also, keeping examinations on hold till the situations return to normal, particularly for the passing out final semester students is also not good for the future of the students. Therefore, it is proposed that as one-time measure, Open Book Examinations (OBE) at home shall be adopted as an alternative mode of examination for the final semester students of the university so that they can take their career forward. The OBE will have a substantial weightage in the evaluation of final semester along with other schemes of evaluation like continuous assessment conducted during the semester, post OBE viva-voce etc.

**Concept of the Open Book Examination:**

Through non-proctored OBE, the students can give exams safely from their homes. For writing answers during the examination, they will be allowed to refer their books, notes or other resource materials. But, answering the questions well requires more than just copying information straight from texts. They are expected to do more than this. The

Open Book Examination basically tests the ability of students to quickly find relevant information and then to understand, analyse, apply knowledge and think critically. The main premise for open book exams is that teachers can devise questions that require students to answer in more critical and analytical ways thus encouraging high-order thinking skills in their students; as compared to closed book or traditional exams that tend to encourage rote learning and more superficial application of knowledge.

**Duration of Open Book Examination:**

***For the Courses Governed by New CBCS ordinances of 2018:***

- The total duration of the examination shall be of three hours (for all students except Divyaang) which will include two and half hours for answering the questions and half an hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheets.
- The total duration of examination for the Divyaang students shall be of four hours which will include three hours and twenty minutes for answering the questions and forty minutes for IT related activities (downloading the question paper, scanning and uploading the answer sheets).

***For the Courses Governed by the Regulations of 2014:***

- The total duration of the examination shall be of two and half hours (for all students except Divyaang) which will include two hours for answering the questions and half an hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheets.
- The total duration of examination for the Divyaang students shall be of three hours and twenty minutes which will include two hours and forty minutes for answering the questions and forty minutes for IT related activities (downloading the question paper, scanning and uploading the answer sheets).

**Preparation of Questions for the OBE:**

- The questions for OBE must be meticulously prepared keeping focus on analytical, reflective, contextual and application dimensions of a particular concept. Following points should be kept in consideration while preparing questions for OBE:
  - Questions in open book exams need to be devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills rather than only knowledge recall.
  - Make use of case-based exam questions that require students to apply critical reasoning skills in response to a trigger scenario.
  - Devise clear and unambiguous questions to limit student confusion and time spent interpreting the question so students can spend their time making use of their textbook or memory aid to effectively answer the questions.
  - Devise questions that require students to apply and make use of the information from their textbook or notes rather than simply requiring them to locate and re-write this information.
  - Design your questions and overall exam paper with the learning outcomes in mind i.e. what skills and knowledge are you assessing?
- The question paper to be set for the OBE should be a combination of speed test and power test. The questions must be set in such a way that no unit of the course content is left untested. The pattern and number of questions and their respective points shall be as follows:

<b>S. N.</b>	<b>Type of Programme</b>	<b>Course Credits</b>	<b>Max. Points</b>	<b>No. of Questions to be asked (must be equally distributed from all the units)</b>	<b>No. of Questions to be answered</b>
1.	Governed by New CBCS ordinances of 2018	4	70 (50 points for written and 20 points for Viva)	12 questions of 5 points each	10 questions

2.	Governed by the Regulations of 2014	4	50 (35 points for written and 15 points for Viva)	09 questions of 5 points each	07 questions
3.	-do-	3	-do-	09 questions of 5 points each	07 questions
4.	-do-	2	-do-	07 questions of 7 points each	05 questions

\* The courses having a different pattern of assessment and evaluation as per the concerned ordinances/regulations shall be relaxed from this pattern.

\* A model question paper shall be provided to the Faculty by Controller of Examinations for maintaining uniformity and quality.

### **Process of conducting the OBE:**

There will be three phases of the Open Book Examination as per following details:

<b>Phase-I</b>	<p><b><u>Online Registration and Undertaking by the students for the OBE</u></b></p> <ul style="list-style-type: none"> <li>▪ The students appearing in the OBE shall have to register themselves on-line.</li> <li>▪ During online registration, they have to fill the necessary personal and academic details.</li> <li>▪ The students also have to fill an Undertaking form for the OBE that they will abide by the instructions and not use unfair means during the OBE, if found so then the competent authority of the university will be free to take required action as per rules.</li> </ul>
<b>Phase-II</b>	<p><b><u>Providing students detailed guidelines for taking the OBE</u></b></p> <ul style="list-style-type: none"> <li>▪ A detailed written as well as video manual for taking the OBE will be uploaded on the university website and link of the same will be shared with every concerned student, so as to enable</li> </ul>

	<p>each student to become familiar with the requirements and instructions to be followed for successful undertaking of the OBE.</p>
<p><b>Phase-III</b></p>	<p><b><u>Conduct of OBE</u></b></p> <ul style="list-style-type: none"> <li>▪ A schedule for the OBE will be declared in advance by the COE office in consultation with the HODs.</li> <li>▪ The COE shall ensure readiness of the question papers, their timely supply to the HODs for conduction of the OBE by respective faculty of the department.</li> <li>▪ The questions shall be released by the concerned course instructor to the students through e-mail. Additionally, the questions will also be released through WhatsApp and/or voice call, if required.</li> <li>▪ The Students have to write the answers on both sides of the sheets (preferably A4 size plain paper non-ruled sheets) as per specific directions given in the question paper.</li> <li>▪ The first sheet used by a student must have all the entries duly filled by the student (to be provided by the COE)</li> <li>▪ The used sheets must be numbered after completing the exam in the format of 1/4, 2/4, 3/4, ...and each sheet must be signed by the student by writing her/his full name.</li> <li>▪ After having completed the examination within the stipulated time limit concerned student will scan her/his answer sheets or click pictures and submit it electronically (preferably in one PDF) to the course instructor through e-mail strictly within stipulated time limit (WhatsApp may be allowed only in exceptional circumstances to be decided by the concerned faculty giving the OBE).</li> <li>▪ In case a student feels difficulty in submitting the answer sheet</li> </ul>

	<p>file through e-mail, s/he will be required to submit to the concerned course instructor through WhatsApp within the stipulated time only and email it later on (within 48 hours) along with the screen shots of WhatsApp submission.</p> <ul style="list-style-type: none"> <li>▪ Due to <b><u>any reason</u></b>, if a student is not able/willing to participate in the OBE and/or unable to submit the answer sheet file as described above(including submission after stipulated time), the university will conduct examinations in the conventional mode whenever the conditions return to normal and circumstances permit or the university deems suitable.</li> </ul>
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**Post-OBE Online Viva:**

- After OBE, an online viva of student for each course will be conducted to further gauge his/her understanding in the concerned course.
- The schedule of viva shall be notified by the concerned HOD/ faculty.
- The mode of viva will be a conference audio call/video call/Google meet etc. as decided by the concerned course teacher keeping the contexts in mind.
- The online viva will be conducted by a three-teacher panel with course instructor as convenor. The rest two members will be nominated by the HOD.
- The duration of the online viva will be of about 10-15 minutes per student.
- The panel may decide to conduct group viva provided one group will not have more than five students at a time.
- A separate panel will be constituted by the HOD for each course.
- The points of viva for a course shall be as given in the above table.
- All the three members of a panel shall award the points out of the maximum points decided for viva of that particular course and submit it immediately after to the convenor. The convenor will calculate an average of the points given by the three panellists to a student and use it for finalizing the semester end OBE marks.

### **Clearance of Backlog Papers**

- Students of final semester batch who have not cleared any of the papers of previous semesters, shall have to clear their backlog papers simultaneously.
- The duration of examination; pattern/conduct of Open Book Examination (OBE) for such backlog papers shall be the same as detailed above for the final semester paper in these Regulations.

### **Conduction of Practical/Lab/Field Work/Dissertation Examination**

- Practical examination of lab based programme shall be conducted on the basis of internal assessment and viva.
- Programme of studies having dissertation/field work/industrial training component, the students shall be evaluated on the basis of extensive review of research/literature with the help of secondary data.

### **Grading of SWAYAM Courses**

In present conditions wherein final examination has not been conducted for the SWAYAM courses by the concerned body, such students of final semester who have opted for SWAYAM course(s) may be considered for grading in the following manner :-

- Students shall have the option to withdraw from such courses which are either non-credit course or are courses over & above the minimum prescribed credits. In case of withdrawal from such courses, the student shall have to inform the CoE through HoD in writing/email latest by 14<sup>th</sup> August 2020.
- The students who have opted for SWAYAM Course within the prescribed limit of credits for obtaining the degree or as mandatory elective course shall be evaluated in the first instance on the basis of performance certificate issued on the internal assessment. The marks will be provisionally added at this stage and provisional result declared. On conduction of examination and submission of final result of SWAYAM Courses, the final result of the student will be revised.

### **Declaration of Results**

The HODs of all departments will ensure the conduction of the OBE and other Practical/field work etc. examinations as per the time schedule declared by the COE and submit all the Marks and necessary documents (as per list to be provided by the COE) within the date fixed for this to the COE. The COE shall ensure declaration of results within seven days after receiving all marks from the departments.

### **Powers to make Amendments**

Without any prejudice, if any difficulty arises in the conduct of the OBE as described in the aforesaid paragraphs of these regulations, the Vice Chancellor reserves the right to amend in part or full these regulations and the guidelines contained therein for mitigating the difficulties and for meeting out any unforeseen eventuality due to the prevailing pandemic covid-19. The ground for such amendments shall be put up by the COE.

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