Ref. No. CE/Conf./2020-21/ .......        Date: 02.01.2021

## NOTIFICATION

**Subject: Procedure related with the conduct of end semester examinations for the students of 3$^{rd}$ / 5$^{th}$/ 7$^{th}$ and 9$^{th}$ Semester of UG courses and 3$^{rd}$/ 5$^{th}$ Semester of PG courses of the academic session 2020-21 in online Open Book Examinations (OBE) mode– reg**

In terms of notification no.RAC/Admin/2020-21/3402 dated 25$^{th}$ September 2020 from the Deputy Registrar (Academic), the end semester examinations **for the students of 3$^{rd}$ / 5$^{th}$/ 7$^{th}$ and 9$^{th}$ Semester of UG courses and 3$^{rd}$/ 5$^{th}$ Semester of PG courses of the academic session 2020-21 will be conducted** in online Open Book Examination (OBE) mode. The end semester examinations are tentatively scheduled from 7$^{th}$/8$^{th}$ January 2021. Accordingly, following is notified for the information of all concerned:

1. End semester examinations **for the students of 3$^{rd}$ / 5$^{th}$/ 7$^{th}$ and 9$^{th}$ Semester of UG courses and 3$^{rd}$/ 5$^{th}$ Semester of PG courses of the academic session 2020-21** would be a**timedonline Open Book Examination (OBE)**. In this examination, students can take the examination remotely (from their home/ any other place).

2. The online OBE system does not require the availability of online platform for the entire duration of the examination. A PC/Laptop/Mobile Phone with internet connectivity is required (i) initially at the commencement of examination for downloading the question paper from the portal and (ii) finally for uploading the handwritten answer sheets on the portal.

3. **Timetable of examination**

   a) The schedule/ time-table (indicating date and time of examination of different papers) of different UG and PG programmes shall be prepared by the Dean of the Faculty (for UG courses)/ Head of the Department (for PG courses) concerned and announced by the Controller of Examinations.

   b) The students should check the schedule of examinations on the portal and in case any inconsistency is noticed, the same may be immediately communicated to the office of the Controller of Examinations.

4. **On the day of examination**

   a) The students are required to login to the examination portal at least 30 minutes prior to the start of their examination. They can download the question paper from the portal (www.bhuonline.in) and upload the handwritten answer sheets using the tools available on the students' portal.

   b) The Examination Committee of the concerned Faculty (for UG courses)/ Department (for PG courses) would be available in the respective Control Rooms during examination. Their phone numbers/ email ids would be notified on the Portal. If in any case, a student faces any difficulty they may get in touch with respective Examination Committee.

## 5. Total duration of Examination

a) The total duration of the examination will be **4 hours** (Four hours), which includes the time for downloading the question paper from the Portal, writing the answers by hand and uploading the hand-written answer sheets on the portal.

b) For the students who are entitled to get the facility of a 'Scribe' as per guidelines dated 9.08.2018 on conducting written examination for Persons with Benchmark Disabilities, notified by the Department of Empowerment of Persons with Benchmark Disabilities (Divyangjan), the total duration of examination shall be **6 hours** (six hours) to complete the examination process. Such students as are entitled to get the facility of a 'Scribe' must obtain prior permission from the Dean of the Faculty (for UG programmes)/ Head of the Department (for PG programmes) as per simplified procedure given in sub-section 10 of this notification.

## 6. Pattern of Question Paper:

**The Question Paper contains 08 questions out of which students are required to answer any 04 questions. The question paper is of 70 marks with each question carrying 17.5 marks.**

## 7. Downloading the Question Paper

a) The Question Paper shall be available for download from the student portal only.

b) The Question Paper download button will be visible only against the paper scheduled on that date. The Question Paper download button will get activated at the commencement of a particular session of examination as per the time-table notified by the Controller of Examinations.

c) Students are required to click on the download button to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required, either at his/her home or at Common Service Centre (CSC) during the duration of examination.

d) After the closing time of the examination, the download facility of concerned question paper would automatically get disabled.

e) If in any case, a student faces any difficulty in downloading the Question Paper, they may contact the respective Examination Committee on its designated e-mail or phone numberto get the Question Paper. The Examination Committee shall send the question paper directly to the student's e-mail address, phone or WhatsApp. However, this option may be exercised only in case of an emergency.

## 8. Norms for answering the questions:

a) The answers should be written by students in their own hand writing unless a scribe has been permitted as per rules. Typed answers shall not be accepted.

b) Answers should be hand-written on a plain white A4 size paper (only one side is to be used) using black or blue pen.

c) Each question can be answered in upto 350 words or 3 (Three)plain A4 size paper (only one side is to be used).

d) Answers to each question should start from a fresh page. All pages are required to be numbered.

e) Students will write their Name, Course Name, Semester, Examination Roll Number,

Paper Code, Paper title, Date and Time of Examination on the first sheet used for answers.

## 9. Uploading answersheets on the portal

a) Tool for uploading the answersheets is available on the students portal.

b) To make the process of online evaluation easy and to ensure marking is done question-wise, Upload tool requires that answer sheets for each question are uploaded separately. Therefore, students are required to upload answer-sheets of each question answered by them only against the concerned Question number given in the upload tool.

c) Students have to upload the handwritten answer sheets within the total duration of the examination. Those who are unable to upload the answer sheets on the portal within total duration of the examination would be treated as **'ABSENT'** in the concerned paper/examination.

d) If for any reason, a student finds it difficult to upload the answer sheets on the student's portal using the upload tool, he/she can send the scanned images of the answer sheets in PDF format through e-mail to the concerned Examination Committee **at their designated email only**. However, this option may be exercised only in case of an emergency. Only such submissions in this mode shall be accepted as are received by the concerned Examination Committee within the total duration of the examination.Such students whose submissions are received after the total duration of concerned examination, would be treated as **'ABSENT'** in the concerned paper/examination.

e) After uploading the answer sheets on the portal, the students must cross-check that uploaded images/ scanned files are legible. In case the files/ images are not legible, clean legible images be retaken and uploaded after deleting the previously uploaded image. The procedure for uploading answers can be seen in the OBE Manual available on the Portal.

f) After the closing time of the examination, the upload facility for uploading answer sheets of concerned question paper would automatically get disabled.

## 10. Use of unfair means:

In the instant online OBE, following shall be treated as use of unfairmeans by a student:

- Handwriting is not of the student
- Image/ PDF file of answer-sheets uploaded by more than one student is same
- Answers of more than one student is verbatim same

In either of the above cases, the punishment of cancellation of examination of concerned course/ paper shall be imposed on the student(s) concerned. For repeated offence, punishment of cancellation of entire examination shall be imposed. All such cases, in which use of unfairmeans by students is suspected by the Evaluator, would be referred to the Unfairmeans Committee for examination and making recommendation thereon.

## 11. Provision of 'Scribe':

a) The guidelines **(Annexure 1)**dated 29.08.2018 on conducting written examination for Persons with Benchmark Disabilities, notified by the Department of Empowerment of Persons with Benchmark Disabilities (Divyangjan) shall be applicable.

b) Keeping in view that students would be writing the examination remotely, such students (Divyangjan) as are entitled for provision of a 'scribe' would be required to arrange for their own scribes as per norms prescribed in the aforesaid guidelines.

c) To simplify the existing process, the power to permit scribes for entitled students shall rest with the Dean of the Faculty concerned (for UG courses)/ Head of the Department concerned (for PG courses). The students requiring scribe shall fill up the application form **(Annexure 2)** and email it to the concerned Dean/Head for permission.

## 12. OBE Manual and Mock Test

For practical exposure of writing examination in OBE mode, 'Mock Test' would be provided on the portal by 3$^{rd}$ January 2021. 'OBE Manual' and video tutorial is also available on the portal. Candidates are advised to first go through 'OBE Manual' and video tutorial given on the portal before attempting the Mock Test.

13. All the students should ensure that their examination forms for the respective **courses have been correctly filled.**

14. The office of the Controller of Examinations, BHUshall also provide question papers at the e-mail of the Faculty / Department / College as the case may be on each day of examination for each session prior to the commencement of the examination. In case any of the student faces any difficulty in downloading the question papers from the portal, he/she may request the Faculty / Department / College for the same. Faculty / Department / College shall send the question paper directly to the e-mail address, phone or WhatsApp of the student

15. Similarly in case, for any reason if the students are not able to uploadtheir answer sheets on the portal, the same can be send in PDF format at the designated e-mail address(Departmet-wise List Attached) during the time specified. However, it may be noted that this option may be exercised only in case of anemergency.

16. The University has entered into an agreement with CSC e-Governance Services India Limited, a Special Purpose Vehicle setup by the Ministry of Electronics & Information Technology (MeitY), Government of India to enable delivery of all citizen centric service at their doorstep. The organization has more than two lakh functional CSCs located at almost all Gram panchayats at village level throughout India. Under the agreement, the students will get following services at the CSCs without paying any charge for availing them:

a) The students will be allowed to use the ICT infrastructure resources available with the CSC for downloading and taking print out of the question papers, scanning and uploading the answer sheets on theportal.

b) The students can avail all these facilities free of cost available at CSCs.

c) Good quality and speed of bandwidth to enable students' download and upload the question papers, answer sheet and other documents as desired. CSC centers will actively help the students to download and upload the question paper and answer sheets of Examination taken by Banaras Hindu University.

d) CSC centers will ensure good quality resolution scanners and printers (min 2) of A4 size at each center.

e) CSC Academy will ensure that the CSC centers would be open from 7 AM to 8.30 PM for student facilitation

f) Students can access the details of the CSC available at their nearest locations from the official website of the Ministry of Electronics and Information Technology(MeitY)

g) All relevant information regarding the CSC shall be uploaded on the official website of the University well before the commencement of theOBE.

17. *Students are advised to be in touch with Faculty/Department/ college for specific issues.*

This issues with the approval of the Controller of Examinations.

**Joint Registrar (Examinations)**