

काशी हिन्दू
विश्वविद्यालयBANARAS HINDU
UNIVERSITYपरिक्षा नियंत्रण कार्यालय
Office of the Controller of Examinations

Ref. No. CE/2019-2020/

Dated: August 21, 2020

अधिसूचना /NOTIFICATION

Subject: Procedure related with the conduct of end semester examinations of the academic session 2019-20 students of terminal semester/ year in online Open Book Examinations (OBE) mode- reg

In terms of notification no.RAc/Mtg./AC08.08.20/20-21 dated 21.08.2020 from the Deputy Registrar (Academic), the Executive Council [ECR No.198 dated 20.08.2020], on the recommendation of the Academic Council [ACR-1 dated 08.08.2020], approved conduct of end semester examinations for the students of terminal semester of the academic session 2019-20 in online Open Book Examination (OBE) mode alongwith other associates issues, in relaxation of the provisions contained in relevant Ordinances. Accordingly, following is notified for the information of all concerned:

1. End semester examinations for the students of terminal semester of the academic session 2019-20 would be a **timed online Open Book Examination (OBE)**. In this examination, students can take the examination remotely (from their home/ any other place) with no restriction on consulting books and other resource materials for writing answers.
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 answers sheets on the portal.
3. **Timetable of examination**
 - a) The schedule/ time-table (indicating date and time of examination of different papers) of the end-semester examinations for the students of terminal semester of the academic session 2019-20 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 schedule/time-table of end semester examinations would be posted on the portal (www.bhuonline.in) by 25th – 31st August 2020.
 - c) The students should check the schedule of examinations 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. After the commencement of the examination they can download the question paper from the portal (www.bhuonline.in) and before the scheduled closer upload the handwritten answer sheets using the tools available on the students' portal.

Dr. H.M.
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- 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 he/she 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 11 of this notification.
- c) After the scheduled time of commencement of examination, the time left for the end of the examination will be displayed on the students' portal.

6. Pattern of Question Paper:

The Question Paper shall contain 08 questions out of which students will be required to answer any 04 questions. The question paper will be 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. They 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, he/she may contact the respective Examination Committee on its designated e-mail or phone number to 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 maximum 350 words in 3 A4 size sheet (single face).
- d) Answers to each question should start from a fresh page. All pages are required to be numbered and examination roll number should also be written on each pages.
- e) Students will write their Course Name, Semester, Examination Roll Number, Paper Code, Paper title, Date and Time of Examination on the first sheet used for answers.

9. Uploading answer sheets on the portal

- a) Tool for uploading the answer sheets 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 students 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) Once the answer sheets are finally submitted by clicking 'Leave and Finish' button on the OBE module, no change in the uploaded answer sheet/s will be possible.
- g) 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 unfair means 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 unfair means by students is suspected by the Evaluator, would be referred to the Unfair means 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 in between 25th – 31st August 2020. 'OBE Manual' is also available on the portal. Candidates are advised to first go through 'OBE Manual' given on the portal before attempting the Mock Test.

13. Examination of back papers

The students of terminal semester of the academic session 2019-20, having backlog of even semesters (2, 4, 6, 8, as the case may be) of previous academic session(s), would be required to clear the examination for the course in which he/ she has failed/ remained absent. In online OBE system he/she would be appearing for the examination of terminal semester of academic session 2019-20, as a regular and also passed out students of terminal semester.

All ex-students [who failed and fail to appear in their terminal semester examinations during the previous academic sessions] may also appear in the ensuing online OBE to clear their backlog of even semester course(s) of previous academic sessions.

14. Supplementary examination

For the students who fail or fail to appear in the ensuing terminal semester examinations for cogent reasons, supplementary examinations will be conducted tentatively in the month of November 2020, after the declaration of results of terminal semester examinations. The supplementary examinations for the students of terminal semester of the academic session 2019-20 will be held in online OBE mode only.

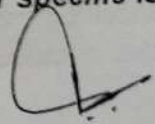
15. Provision of additional chance

In case a student of terminal semester of the academic session 2019-20 is unable to appear in the main/supplementary examinations conducted by the University in online OBE system, for whatsoever the reason(s) may be, he/she shall be given opportunity to appear in special examinations for such course(s)/ paper(s), which may be conducted by the University in conventional pen and paper mode, as and when feasible, so that, the student is not put to any inconvenience/ disadvantage. This provision would be applicable only for the academic session 2019-20 as a one-time measure.

16. All students should also ensure that their examination forms for the respective courses have been correctly filled-up.

17. The office of the Controller of Examinations, BHU shall 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 if any of the student faces any difficulty in downloading the question papers from the portal, he/she may also 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
18. The University is in process of entering 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:
- 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 the portal.
 - The students can avail all these facilities free of cost available at CSCs.
 - 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.
 - CSC centers will ensure good quality resolution scanners and printers (min 2) of A4 size at each centre.
 - CSC Academy will ensure that the CSC centers would be open from 7 AM to 8.30 PM for student facilitation
 - 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)
 - All relevant information regarding the CSC shall be uploaded on the official website of the University well before the commencement of the OBE.
 - The students may locate the nearest CSC through the CSC locator at <https://locator.csccloud.in/>
 - In case of any doubts/clarifications, the students may approach the district resources of the CSC academy available at <https://csc.gov.in/statdistrictlist>
 - For easier identification of the physical location of the nearest CSC, the students can download an app available at the link given below:
<https://play.google.com/store/apps/details?id=com.arcgis.esri.bankg>
19. **Students are advised to be in touch with Faculty/Department/ college for specific issues if any.**

This issues with the approval of Controller of Examination


Joint Registrar (Exam)


Dated: August 21, 2020

Ref. No. CE/2019-2020/

Copy forwarded to the following for information and necessary action to:-

- The Director, Inst. of Medical Science, Agriculture Science, Environmental and Sustainable Development, Science, Management Studies, BHU
- The Registrar, BHU

3. The Dean of Student, B.H.U.
4. The Deans of the Faculties of Arts, Social Sciences, Science, Commerce, Law, Education, Performing Arts, Visual Arts, S.V.D.V., Management Studies, Ayurveda, Dental Science/Medicine & Agricultural Science, Environmental and Sustainable Development, BHU
5. All Head of the Departments under I.Ag.Sc., IMS (Faculties of Modern Medicine, Ayurveda, Dental Science) Faculties of Arts, Social Sciences, Science & SVDV., BHU.
6. The Principal, MMV, BHU.
7. The Prof. of In-charge, Rajiv Gandhi South Campus, Barkachha, Mirzapur.
8. The Coordinator, Computer Centre, BHU with request to kindly put up on BHU Website.
9. The Principals of affiliated Colleges (VKM, AMDC, VCR & DAV).
10. The Chief Proctor, BHU
11. The Addl. Controller of Examinations, BHU
12. The Coordinators, School/Centers/ Women's Studies, BHU
13. The Asstt. Registrar, Rajiv Gandhi South Campus, Barkachha, Mirzapur.
14. The Jt. Registrar (Academic), BHU
15. The Jt. Registrar (Accounts) - II, BHU
16. The Jt. Registrar & Secretary to the Vice-Chancellor, BHU.
17. The Jt. Registrar (Exams.), BHU
18. The Jt. Registrar(UET), BHU
19. The Asstt. Registrar (Exams.), BHU
20. The S.O. (Exams., Proof, Confidential, Evaluation, Store, Accounts sections) of CE's Office,
21. The PS to C.E.
22. The PS to Jt Registrar (Exams.) BHU
23. The P.R.O., BHU (10 copies with the request to release the above news in the local news papers **at least two national dailies** as a news items.)


Joint Registrar (Exams)



Varanasi 221005
T : 91-542-2369040
W : www.bhu.ac.in
Mail address - drexam.bhu@gmail.com

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APPENDIX-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

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Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____ In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: