



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
Krishna Kanta Handiqui State Open University

Head Office: Patgaon, Rani, Guwahati – 781017, Assam, India
City Office: Resham Nagar, Khanapara, Guwahati -22, Assam, India

Ref No. KKHSOU/COE/18/56

Date: 12-07-2020

NOTIFICATION

Subject: Guidelines related with the conduct of Open Book Examinations (OBE) remotely for the remaining papers of Master Degree 1st and 3rd Semester & PG Diploma Examination in view of the COVID-19 pandemic for the academic session 2019- 2020.

Reference: KKHSOU/COE/18/55 on dated: 25-06-2020

Regarding Question Paper:

1. Questions set (of remaining papers) for 'Open Book Examination' will be uploaded tentatively on 17th July '2020. Learners need to check the website www.kkhsou.in. Last date of submission of answer sheets will be mentioned along with the Question papers. About 8/9 days time will be given to complete and send the answer sheets.
2. The Examination Branch shall also provide question papers to the E-mail & WhatsApp No. of Coordinators of the Study Centres.
3. If the learners face any difficulty in downloading the question papers from the portal, he/she may request the Study Centre for the same. The Study Centre shall send the question paper directly to the e-mail address, phone or WhatsApp of the student as per their requirement.
4. The question paper will consists of 4(four) long questions and 4(four) short questions out of which the learners have to answer 2 (two) long questions and 2(two) short questions.
5. Paper code will be mentioned in question paper which is to be used by the learner for naming the file after scanning.

Writing on Answer Script:

1. Front page as given in this notification must be filled by the learner and submit with each of the Answer Script.
2. Use only A4 size paper to write the answers. A4 ruled papers may be used.
3. Leave three lines blank after completing answer of each question.
4. Put page number in each page.

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5. Use only blue or black pen to write the answers. Other color pens are not allowed which may lead to cancellations of answers.
6. Candidates have to write their answers with their own handwriting. Printed/typed copy of the answers will not be accepted.
7. Write the answers of the each paper/course separately. Do not answer all paper in one set.
8. Candidates have to write their answers with their own efforts. Copying the exact answers from the Self Learning Materials may lead to getting no mark against the answers.
9. Write each question again in the answer sheet before writing the answers.
10. After finishing answering all the papers, it is the time to scan the entire answer sheet subject wise separately **including the front page (sample given below in this notification)**.

Scanning and Sending Soft Copy:

1. The front page must be included in each of the paper while scanning.
2. Learner may scan using general scanner or CamScanner of mobile phone. Care must be taken so that all answers are properly visible; proper scanning will be learner's responsibility.
3. On Scanning the file name should be given as follows:
 - a) **<M1>_<Enrollment No>_<Sub_Code>_<Paper_Code>_<Paper_Name>**
 - b) Here, M1 stands for programme name of the learner like MA1, MCA1, MSW1, MA3, PGDCA1 etc.

e.g. *MA1_19099563_SOC_PGSOS103_SOI* (for MA 1st Sem, E/No-19099563, Sociology, Paper Code- PGSOS103; Paper name – Sociology of India)

e.g. *MBA3_18088526_MBA3_SM* (for MBA 3rd Sem, E/No- 18088526, Paper Code- PGBAS302 ; Paper name – Production and Operation Management)
4. Paper code will be mentioned in the top of each question paper.
5. Candidates have to scan each page of the answer script and save preferably in one **pdf** file.

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6. After finishing the scanning of all the answer scripts send the scanned files to the following specific E-mail IDs (given below in Sl. No. 9).
7. Learners must send the answer sheets of a specific paper to the concerned email id only. For example, political science answer sheets are to be sent to the id: polscience@kkhsou.in and those of MCA to csc@kkhsou.in
8. The Learners belonging to the Divyaang (PWD) Category shall be given additional 5 days to send the Answer Scripts from the date of release of question papers.
9. The subject wise Emails IDs are:

- socialwork@kkhsou.in
- english@kkhsou.in
- management@kkhsou.in
- polscience@kkhsou.in
- csc@kkhsou.in
- yoga@kkhsou.in

- economics@kkhsou.in
- education@kkhsou.in
- sociology@kkhsou.in
- assamese@kkhsou.in
- masscommunication@kkhsou.in
- commerce@kkhsou.in

10. Moreover, the learners can also directly submit the hard copies at the City Campus of the University situated at Khanapara against proper official receipt.

11. For any query the learners may call and write emails to the examination branch:
 - i. Phone : 8811016410, 8811016408, 8811016665, 8811016566 (in office time)
 - ii. E-Mail : dre@kkhsou.in
12. The University will also take care of those students who might not be able to appear in this OBE due to technical issues and they will be given chance to appear for the conventional mode of examinations as and when the present situation improves.
13. The students should check the related information in the University web portal and in case of any query the same may be communicated to the examination branch through e-mail without any delay.

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N.B. The front page of the every Answer Script should like the format as mentioned below:

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY	
Open Book Examination of PG & Master Degree 1 st & 3 rd Semester 2020	
STUDY CENTRE CODE:
STUDY CENTRE NAME:
SUBJECTE	:
PAPER CODE	:
PAPER NAME	:
ENROLLMENT NO	:
NAME	:
ADDRESS (LEARNER):
EMAIL (LEARNER):
MOBILE NO (LEARNER):
DATE OF MAIL	:
TOTAL PAGE SUBMITTED:
SIGNATURE OF LEARNER	

B. Baruah

Controller of Examinations

Date: 12-07-2020