



কৃষ্ণকান্ত হান্ডিকৈ 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/18/61

Date: 04-08-2020

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 (**Old Course**) Examination in view of the COVID-19 pandemic for the academic session 2019- 2020.

Reference: Ref No. KKHSOU/COE/18/57 dated - 29-07-2020

Regarding Question Paper:

1. Questions set (of remaining papers) of Old Course for ‘Open Book Examination’ will be uploaded on 10th August ’2020. Learners need to check the website www.kkhsou.in. Last date of submission of answer sheets will be 18th August 2020.
2. The Examination Branch shall also provide question papers to the E-mail & WhatsApp No. of Coordinators of the Study Centres, if requested for.
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. Instructions for downloading of OBE Question papers are given at the end of this notification.

Writing on Answer Script:

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



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10. Use only blue or black pen to write the answers. Other color pens are not allowed which may lead to cancellations of answers.
11. Candidates have to write their answers with their own handwriting. Printed/typed copy of the answers will not be accepted.
12. Write the answers of the each paper/course separately. Do not answer all paper in one set.
13. 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.
14. Write each question again in the answer sheet before writing the answers.
15. 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:

16. The front page must be included in each of the paper while scanning.
17. 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.
18. On Scanning the file name should be given as follows:

OLD_<Semester>_<Enrollment No> <Subject>

- i. Here, **OLD** must be written as prefix word in every file.
- ii. Here, in <Semester> write S1 for 1st Semester & S3 for 3rd Semester,
- iii. In <Enrollment No> write the Enrollment no as mentioned admit card.
- iv. In <Subject> write the programme names like Sociology, Education, Political Science, MCA, MSW, PGDBJ, PGDHRM ... etc. of which the learner is belong to.

e.g. *OLD_S3_16099563_MSW* (for 3rd Sem, E/No-16099563, Subject - MSW)

19. Candidates have to scan each page of the answer script and save preferably in one **pdf** file.
20. After scanning of all the answer scripts send the scanned files to the following specific E-mail IDs (given below in Sl. No. 24 and also will be mentioned in the question paper)
21. **Moreover, the valid admit card of the same Examination should attach with the mail.**



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22. 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/PGDCA to csc@kkhsou.in

23. 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.

24. The subject wise Emails IDs are:

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

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

25. **No need to send the hard copies of the answer scripts to the University.** Instead of it, if some learners (of Kamrup Metro district only) who wants to submit the hard copies without sending the scanned copies they can submit it directly at the City Campus of the University situated at Khanapara against proper official receipt. **Learners are requested to keep the hard copies of the answer scripts with them until the result is declared.**

26. For any query the learners may call and write emails to the examination branch:

Phone : 8811016410, 8811016408, 8811016665, 8811016566 (in office time)

E-Mail : dre@kkhsou.in

27. 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.

28. 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.

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

Controller of Examinations

Date: 04-08-2020



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Sample Front Page of Answer Script:

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY	
Open Book Examination of PG & Master Degree 1 st & 3 rd Semester (Old Course) 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	

Instructions for download Question papers of Open Book Examination:

1. Open the University Website www.kkhsou.in
2. Go to the **Important Link** Section in the lower left corner of Home Page
3. Click on the **Question Paper Download for OBE**
4. On the page **Type your Enrollment Number**
5. Write your **Name As per Admit Card**
6. Select your **Semester**
7. Select your **Subjects/Programme Name**
8. Finally Click on **Download QS Paper**
9. **Save** it to your Mobile/Laptop