

**DAYALBAGH EDUCATIONAL INSTITUTE  
(DEEMED TO BE UNIVERSITY)  
DYALBAGH AGRA-282005**

**OFFICE ORDER**

Subject: Implementation of Open Book Examination System

In pursuance of the decision taken by the Standing Committee of the Academic Council of the Institute at its meeting held on 7th March 2024, and after due consideration of the attached guidelines, it has been decided to implement an Open Book Examination System with immediate effect in the Institute. Henceforth, all Class Assignments, Class Tests, and End Semester/Module Examinations shall be conducted through an Open Book system.

Keeping in view that some of the students may face difficulties particularly those with a poor background in the English language, it is desirable to provide Hindi versions of the question papers for B.Voc. students. This will enable students to effectively understand and respond to questions involving critical thought processes. Therefore, both English and Hindi versions of the question papers should be made available for examinations.

All faculty members are instructed to follow these attached guidelines and extend their cooperation for the timely preparation of both English and Hindi versions of question papers, where applicable. Additionally, appropriate measures should be taken to maintain the fairness of the examination process while implementing the Open Book Examination System.

  
REGISTRAR

No. DEI/Open Book Exam/

Date: 11-3-2024

Copy forwarded to the following for information: -

- (1) All the Deans of the faculties with the request to kindly apprise the contents of the above office order to all the Heads of the Departments / Coordinators and students.
- (2) Prof. V.B Gupta, Coordinator DEP
- (3) The Deans (Student Welfare/Planning/ Non-University)
- (4) The Deans (ICT Murar/Delhi/M.TV Puram/Rajaborari)
- (5) Chief Proctor
- (6) The Principal, DEI Technical College
- (7) Shri Rakesh Mehta, DEP with the request to kindly circulate the Office Order to all the Centres.
- (8) Mr. Manish with the request to upload this office order alongwith guidelines on the DEI website

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**GUIDELINES ON OPEN-BOOK EXAMINATIONS**

**A. For Teachers**

The Institute is adopting a new system of Open-Book Examinations from the first Class-Test series of the current semester, as per the following guidelines:

1. Teachers should prepare their question papers such that their responses do not rely on rote memorization. Instead, the questions framed should test the student's understanding of the concept and make them think beyond the immediate ramifications of a theory or concept. Questions should be designed to test the following:
  - a. Understanding: by constructing meaning from information.
  - b. Application: of knowledge to a particular task or problem.
  - c. Analysis: examine different aspects of the topic at hand and make a distinction.
  - d. Evaluation: make judgments about concepts or ideas.
  - e. Creativity: develop new ideas from what they know or understand.
2. Applications, analyses, case studies, scenario-based should be preferred, where applicable.
3. Multiple-choice or quiz-based questions should be avoided.
4. It is pertinent to note that, there could be several possible points of view in answering a thought-type question. Accordingly, the students must be awarded marks on the basis of their thought process exhibited in their answers.
5. There will be no change from the current system in terms of the maximum duration and maximum marks of the question paper.
6. Each Department must evolve a suitable question paper style and structure for evaluation needs specific to their subject domain and ensure that the spirit of open book evaluation is maintained. Discussion with peers will go a long way in this regard.
7. All question papers must be submitted to the Incharge, Faculty Examination latest by March 13, 2024, for the forthcoming test series. Please note that this is mandatory.
8. Specific Instructions for the Students Regarding Open Book Exams:
  - (i). Students are permitted to carry the following items:
    - a. *Handwritten notes.*
    - b. *A maximum of two books.*
    - c. *Photocopied content of books / Hand-written notes*

- (ii). The above resource material must bear the student ID and name on the first page.
- (iii). No exchange of the above resource material is permitted during the exam.
- (iv). Use of mobile phones, smart watches, or any other digital media is strictly prohibited.

## B. For Students

### *General Guidelines*

#### 1. Preparation is Key

Open book exam does not mean that you don't need to prepare or study. This is important since open-book exams are also of limited duration. Open-book exams require you to use "higher levels of thinking", not just facts or recall. Instead, you will be asked to compare, analyse, evaluate, or synthesize information. These ways of demonstrating your knowledge are more challenging than rote memorization.

#### 2. Organize your Reference Materials

Having an excessive amount of reference materials can be counterproductive, as the more you have, the more you'll need to search through to find what you're looking for. It's important to be selective in what you choose to have on hand, and whatever you decide to use or bring should be well-organized.

#### 3. During the Exam, Manage your Time Effectively

As with any test, review all the questions before starting to answer them. Begin with the ones you know well, then tackle the more challenging ones that require reference materials. In open-book exams, there might be a temptation to add more information or repeatedly check answers. It is crucial not to over-answer questions; be thorough, accurate, and concise. Avoid excessive quoting and focus on providing your analysis.

### *Specific Instructions for the Students Regarding Open Book Exams:*

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