



THE UNIVERSITY OF BURDWAN
Department of Controller of Examinations'
Rajbati, Burdwan- 713104

Detailed Guidelines regarding UG Examinations (Semester VI & Part III) 2020 and unheld UG Practical Examinations of Sem III and Sem V Examinations 2019

- In compliance with the Supreme Court Judgment on UGC guidelines regarding UG examinations, the University authority has taken decision to conduct Sem VI & Part III examinations 2020 in online mode combined with Home Assignment /Open Book System in which the questions can be accessed electronically and answers written from examinee's own home/place.
- The same examinations will be completed within the first fortnight of October 2020.
- Examinations of the practical component including field work, project, dissertation, term paper, however, are to be conducted in online mode in the last week of September 2020.
- As answerscripts are to be sent by e-mail, every student should preferably have own email id & mobile no.
- Internal assessment (C1, C2) of Sem VI is to be positively completed by colleges within 15th September 2020. Marks capturing portal will be opened for capturing IA marks after form filling.
- Marks of the practical component/ term paper/project/dissertation/field work of Sem VI, if any, are to be submitted online through the portal in the last week of September 2020 in pursuance of the notification of the University.
- Due to prolonged college closure in the event of outbreak Covid 19, no student had any scope to physically attend classes in any college. So all Sem VI students may be deemed to have attended 100% classes and the highest allotted marks for attendance (5) be awarded to all examinees in C3 component.
- To enable the students prepare for the ensuing examination, special classes (online mode) be arranged in all colleges and effort be made to upload course-wise study material on college website.
- Arrangement for wide publicity to be made to inform the students of the dates of IA, form-filling, Practical Exams and Semester-end exams and all other exam-related matters.
- Colleges are also to involve the teachers and nonteaching staff for timely conduction and completion of the above stated examinations.
- Un-held Practical examinations 2019 (Sem III & Sem V), are to be completed (online mode) positively within 15th September 2020, following the norms determined by the UGBS.
- Marks of the said practical examinations will be captured in Excel format by the University within dateline specified by CE, BU. Filled in excel sheet along with its pdf version is to be sent to the university for ensuring accuracy of posting.
- Soft copy of the front page of the answer script to be used for writing answers will be posted on University website. The same is also to be posted on the website of all affiliated colleges so that examinees may download it well in advance for use. Use of the front page provided by the university is compulsory and since there is no scope of checking the information, examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper and Subject very carefully. **The answerscript will be treated as incomplete without a properly filled-in front page, and is therefore liable to be rejected.**
- Softcopy of questions will be made available by the college concerned through website at least half an hour before the day's examination.
- Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the colleges within the stipulated time for each day's examination. Blind / orthopaedically disabled examinees may approach the university through the college with details of their scribe for approval.
- In case of failure, examinees must submit the same to their respective colleges within stipulated time of each day's examination and collect receipt of submission from the college end.
- All the submitted answer scripts will be evaluated by the teachers of the same college. The soft copy may be forwarded to the teacher's email id while the hard copy, if any, is to be collected from the Principal of the college.
- Principals should prepare subject-wise list of examiners (as per the template provided by the university) on the basis of student strength and send lists to university for approval before the commencement of theoretical examination.
- After the evaluation of answerscripts, all marks of all Courses/Papers are to be submitted online to the university through marks capturing portal within 17th October, 2020.