



THE UNIVERSITY OF BURDWAN

CONTROLLER OF EXAMINATIONS' DEPARTMENT

General Guidelines for UG Sem-I, Sem-III & Sem-V Examinations 2021

In pursuance of UGC guidelines issued on 13-12-2021 regarding UG examinations and in the light of G.O. No. 753 dt. 02/01/2022, issued by the Chief Secretary, Govt. of West Bengal and in view of the Memos issued by the Dept. of Higher Education, No. 1060 dt. 10/12/2021 and No. 01 dt. 03/01/2022, the University authority has decided that Sem-I, III & V Examinations 2021 be conducted through online/blended mode in which the questions can be accessed electronically and answers be written from examinee's own home/place.

1. Marks for attendance component in internal assessment will be computed as usual based on the percentage of classes attended by the examinees in each course.
2. Examinations of the practical component including field work, project, dissertation, term paper etc. however, are to be conducted in online within 04-02-2022 for Hons. Examinees and within 15-02-2022 for General Examinees of Sem-V Examinations, 2021. The date of completion of practical examinations for Sem-III Hons and General Examinations is 25.02.2022 and Sem-I Examinations will be notified later on.
3. As answerscripts are to be sent by e-mail, every student should preferably have own email id & Mobile No.
4. Internal assessments of Sem-I, III, & V Examinations are to be positively completed by colleges within the dates as prescribed in the respective schedule of Examination. Marks capturing portal will be opened for capturing IA marks after filling up of forms.
5. Arrangement for wide publicity to be made to inform the students regarding the dates of IA, form-filling, Practical Exams and Semester-end exams and all other exam-related matters.
6. Colleges are also to involve the teachers and nonteaching staff for timely conduction and completion of the above stated examinations.
7. 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.
8. Softcopy of questions will be made available by the college concerned through website at least half an hour before the day's examination.
9. 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.
10. 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.

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11. 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's office of the college.
12. Each question will be of either 10 or 5 marks and there will be no question carrying 1 or 2 marks. The distribution of such questions will depend on the full marks of the course/paper.
13. Principals should update all the faculty details as shared in the Google drive; based on this subject-wise examiners appointment letters will be issued.
14. After the evaluation of answerscripts, all marks of all Courses/Papers are to be submitted online to the university through marks capturing portal within the dates to be notified by the Controller of Examinations from time to time.
15. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script. If answerscript is sent electronically, screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if necessary, this will be referred to in resolving dispute regarding late submission.
16. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.
17. No Post Publication Review/Post Publication Scrutiny will be considered for the above noted Examinations and there will be no provision of special/supplementary examination.
18. Day wise, subject wise and course wise attendance (Theoretical) to be submitted via link [Students Attendance Submission Google Form Link : <https://bit.ly/3eQfMKz>] within 48 hours of the said examination. Sample attendance template may be downloaded by following this link [Sample Students Attendance Template Download Link : <https://bit.ly/3ERwLqt>]. Any other type of communication (separate mail/hard copy etc) should not be entertained in this regard.
19. HoDs/Senior most teachers of the subject concerned will oversee the evaluation process as well as uploading of the subject concerned before uploading of the marks of the said paper/course/subject concerned. In case of any discrepancy, the matter may be finalised by the senior most teacher in consultation with other teachers of the department as per his/her discretion.
20. Corrections (if any) should be requested from the Principal of the college concerned within 10 days after publication of the respective result.
21. Candidates are directed to fill in their respective examination form(s) after checking and fulfilling their own eligibility criteria to appear at the semester examination concerned. Mere filling in the examination form does not confirm the chance to appear at the respective Semester, if the candidate fails to comply/satisfy his/her eligibility criteria as prescribed in the existing UG Examination Regulation. The University will not be liable to such cases.

The above provisions shall be applicable only for this current academic session as one time measure.


Controller of Examinations