



**General Guidelines for UG Sem-I, Sem-III & Sem-V Examinations 2020**

***As per UGC guidelines regarding UG examinations, the University authority has taken decision to conduct Sem-I, III & V 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 March 2021.***

1. 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-I, III & V 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.
2. Examinations of the practical component including field work, project, dissertation, term paper, however, are to be conducted in online within March, 2021.
3. As answerscripts are to be sent by e-mail, every student should preferably have own email id & Mobile No.
4. Internal assessments Sem-I [C1 & C3], III [C1, C2 & C3], & V [C1, C2 & C3] Examinations are to be positively completed by colleges within March 2021. Marks capturing portal will be opened for capturing IA marks after filling up of forms.
5. Examinees who had enrolled themselves at the Semester-II Examination, 2020 have been allowed to fill in examination Forms of Semester-III Examination, 2020 and examinees who had enrolled themselves at the Semester IV Examination, 2020 have been allowed to fill in examination Forms of Semester V Examination, 2020 irrespective of their results of previous semester(s), if chance remains as per Regulations.
6. 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.
7. Colleges are also to involve the teachers and nonteaching staff for timely conduction and completion of the above stated examinations.
8. 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.
9. Softcopy of questions will be made available by the college concerned through website at least half an hour before the day's examination.
10. 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.
11. 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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## DEPARTMENT OF CONTROLLER OF EXAMINATIONS

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12. 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.
13. Each question will be 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.
14. Principals should update all the faculty details as shared in the google drive; based on this subject-wise examiners appointment letters will be issued.
15. After the evaluation of answerscripts, all marks of all Courses/Papers are to be submitted online to the university through marks capturing portal within March, 2021.
16. 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.
17. 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.
18. 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.

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

*Controller of Examinations*