



THE UNIVERSITY OF BURDWAN

DEPARTMENT OF THE CONTROLLER OF EXAMINATIONS

Rajbati, Burdwan

**Guidelines to the HoD, Principal, TIC of the respective
Department/College/institution, wherefrom the examinees of the following
examinations appeared -**

1. M.P.Ed. 1st Semester, Examinations 2019
2. BBA, BBA (T&H) & BCA Semester-I & III Examination, 2019
3. B.P.Ed. 1st & 3rd Semester Examinations, 2019
4. 5 Years B.A. LL.B. (Hons) Odd Semester Examinations, 2019
5. 3 Yr. LL.B. (Hons) Even Semester (Old) Examinations, 2019
6. LL.M. Semester I & III (CBCS) and I & III (Other) Exam. 2019

- This GUIDELINE is meant for the examinees of the above noted examinations whose scheduled examinations commenced just before the spread of COVID 19 and postponed due the pandemic situation owing to rapid spread of the said COVID 19 at its midway. For LL.M. Semester I & III (CBCS) and I & III (Other) Exam. 2019 and M.P.Ed. 1st Semester Examination 2019 which were scheduled to be commenced on and from 30.03.2020 and 11.03.2019 respectively, the entire examinations were postponed for the same reason.
- The University authority has taken decision to conduct the above noted incomplete examinations 2019 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 are to be completed within the September, 2020.
- Examinations of the practical component including field work, project, seminar, dissertation, term paper, however, are to be conducted in online mode in the last week of September 2020.
- Softcopy of questions will be made available by the University as well as the college/institution concerned through website at least half an hour before the commencement of the examination of each day.
- All HoD, Principals, Teachers-in-charge of the respective Department/Colleges/Institutions are requested to give a wide circulation of this message as well as the "Guidelines to the Examinees" attached herewith amongst their students for their detailed information.
- **Answer Scripts will be evaluated by the Teachers of the respective Department/Colleges/Institutions. After evaluation of Answer Scripts, the marks are to be**

forwarded to the CE's department within seven days of the completion of the respective examination for finalisation of results.

- Colleges should create subject/course-wise mail id to which answer scripts are to be submitted by the by the examinees electronically.
- As answer scripts are to be sent by e-mail, every student should preferably have own email id & mobile no.
- Soft copy of the front page of the answer script to be used for writing answers will be available at University website. The same is also be available on the website of all affiliated colleges/institutions 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.**
- The examinees are asked to write their answers in A4 size paper and those are to be collected/purchased from the market by themselves. They are also asked to write Page No. in each page of the answer scripts like 1, 2 ,3 at the header section and also the Roll No., Subject, Paper/Course at the footer section of each page.
- Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the college/institution concerned within the stipulated time for each day's examination. Blind/ orthopedically disabled examinees may approach the university through the college with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id while submitting the answer scripts electronically. Incorrect mail id will lead to incomplete result of the examinee concerned.
- Each examinee will be allowed additional two hours to submit their answer scripts after the completion of each day's examination.
- In case of failure in electronic submission, examinees must submit the same through whatsapp, if available and provided by the department/college/institution concerned for the purpose.


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