



**General Guidelines for UG Professional Courses [(i) BBA/BCA/BBA (T&H) Sem-I, Sem-III and Sem-V, (ii) BEd/BPEd Sem-III Exam-2020, (iii) BFA Sem-I, Sem-III and Sem-V] Exam-2020**

***As per UGC guidelines regarding UG examinations, the University authority has taken decision to conduct aforesaid 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 be deemed to have attended 100% classes and the highest allotted marks for attendance (if any) be awarded to all examinees.
2. Examinations of the practical component including field work, project, dissertation, term paper etc. be conducted in online mode 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, III & V Examinations be positively completed by the colleges within March 2021. Marks of internal assessments and practical papers be submitted as per the notification issued by the Controller of Examinations in due course.
5. The examinees who enrolled themselves at the Semester-II Examination, 2020 be allowed to fill in Examination Form of Semester-III Examination, 2020 and the examinees, who had enrolled themselves at the Semester IV Examination, 2020 have been allowed to fill in examination Form of Semester V Examination, 2020 irrespective of their results of previous semester(s), if chance remains as per Regulations.
6. Arrangement for wide publicity of the dates of IA, form-filling, Practical Exams and Semester-end exams and all other exam-related matters be made to inform the students.
7. Principals of all affiliated colleges be requested 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, be posted on University website and the same 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 be treated as incomplete without a properly filled-in front page, and is therefore liable to be rejected.
9. Softcopy of questions be made available by the college concerned through website at least half an hour before the day's examination.
10. Examinees be asked 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 be allowed to submit the hard copy of the same to their respective colleges within stipulated time of each day's examination and collect the receipt of submission from the college end.



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BURDWAN : 713 104, WEST BENGAL

12. All the submitted answer scripts be evaluated by the teachers of the same college. The soft copy be forwarded to the teacher's email id while the hard copy, if any, be collected from the Principal of the college by the teacher(s) concerned.
13. **Distribution of Marks (Course wise) be as follows:**
  - **Question paper of full marks 40 (8 × 5 marks)**
    - i. Examinees be asked to answer 8 questions out of 10 carrying 5 marks each.
    - ii. Duration of Examination : 2 hrs.
  - **Question paper of full marks 60 (6 × 5 marks + 3 × 10 marks)**
    - i. Examinees be asked to answer 6 questions out of 8 carrying 5 marks each and 3 questions out of 5 carrying 10 marks each.
    - ii. Duration of Examination : 3 hrs.
  - **Question paper of full marks 70 (4 × 5 marks + 5 × 10 marks)**
    - i. Examinees be asked to answer 4 questions out of 6 carrying 5 marks each and 5 questions out of 7 carrying 10 marks each
    - ii. Duration of Examination : 3 hrs.
  - **Question paper of full marks 80 (10 × 5 marks + 6 × 5 marks)**
    - i. Examinees be asked to answer 5 questions out of 7 carrying 10 marks each and 6 questions out of 8 carrying 5 marks each.
    - ii. Duration of Examination : 3 hrs.
  - **Question paper of full marks 100 (6 × 10 marks + 8 × 5 marks)**
    - i. Examinees be asked to answer 6 questions out of 8 carrying 10 marks each and 8 questions out of 10 carrying 5 marks each.
    - ii. Duration of Examination : 3 hrs.
14. The Principals be requested to update all the faculty details as shared in the google drive; and on the basis of that information, subject-wise examiners' appointment letters be issued.
15. After evaluation of the answerscripts, marks of all Courses/Papers be submitted as per the information issued by the Controller of Examination in due course.
16. Students be asked to give an undertaking regarding maintenance of sanctity of the examination and abidance by the rules by signing the Front Page of the answer script. If the answerscript is sent electronically, screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if happend, this will be referred to the appropriate authority in order to resolve the dispute of late submission.
17. Although students will take part in the examinations from home, they will come under the purview of disciplinary measures on the basis of examiner's report if any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of the learners.
18. No Post Publication Review/Post Publication Scrutiny be allowed for the above noted Examinations and no special/supplementary examination be conducted.

The above provisions be applicable only for the academic session (2020) as one time measure.

March 15, 2021

Controller of Examinations