



**THE UNIVERSITY OF BURDWAN**  
DEPARTMENT OF THE CONTROLLER OF EXAMINATIONS

Rajbati, Bardhaman

**GUIDELINE REGARDING THE TERMINAL EXAMINATION 2020 AND ALL PENDING EXAMINATIONS (UNDER DISTANCE MODE) AT THE PG, B.Ed & MBA LEVEL EXAMINEES IN VIEW OF COVID-19 PANDEMIC.**

In the event of certain complications regarding mode of exams and time to be allotted to examinees for writing answers plus submitting answer script and UGC communication in this regard as gathered from various sources, the University authority after careful consideration has found it necessary to bring about certain changes in modalities of conducting the above noted examinations. This Guideline is being shared with Study Centres with requests for wide publicity so that students may take the exams with sound knowledge about the system especially what they are supposed to do before, during and after the examination

1. In compliance with the Judgement of the Hon'ble Supreme Court on UGC guidelines regarding UG and PG Examinations, the University authority has taken decision to conduct above noted examinations 2020 and all pending examinations in blended mode. The external component of the said examination will be a Blended Open Book Examination with provision for accessing questions electronically, writing answers from home / own place using pen and paper and sending the answer script electronically after the examination.
2. Examination of the practical component including field work , project, dissertation, term paper, practice teaching etc. however are to be conducted in online mode within 31<sup>st</sup> Oct 2020.
3. The theoretical examination will be completed within 21<sup>st</sup> of October 2020 and pending examination are to be completed within 30<sup>th</sup> Nov, 2020.
4. Every student should preferably have their own email id & mobile no., for sending answer scripts by e-mail to email specified by the DDE,BU or send it to the concerned Core Faculty as a WhatsApp attachment.
5. Before appearing the said examination, students will have to download / collect individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination. Besides, no examinee is eligible to take examination in any Subject or Course/

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Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.

6. Soft copy of the front page of the answer script to be used for writing answers will be available at the DDE website (**Blended Mode Exam Question Paper link**). Use of the front page provided by the DDE, BU 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/Half Paper and Subject very carefully . The answer script will be treated as incomplete without a properly filled-in front page, and is therefore, liable to be rejected.
7. 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 / half paper. Softcopy of questions will be made available on DDE website at least half an hour before the commencement of the examination of each day.
8. As it is a *blended open book examination*, there will not be any short answer type questions. The question pattern should comprise of 5 marks and/or 10 marks questions excluding MBA. The option to be given to the examinees.
9. Examinees will have to submit their own hand-written answer scripts electronically to the mail Id specified by the DDE, BU (available in the admit card) in a single pdf file (Page sequence : Front page followed by page nos 1,2,3,4.. ) within the stipulated time (as mentioned in the exam schedule) for each days examination. Blind/orthopedically disabled examinees may approach the University through the Director, DDE with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id (as notified by the DDE, BU) while submitting the answer scripts electronically. In compliance with UGC mandate in this regard (half an hour or so for downloading the question paper and uploading answer sheets') examinees will get half an hour for downloading the question paper and half an hour for sending the PDF file of answer script.
10. *Downloading the front page and addition of sheets.* Examinees have to answer the questions by downloading the front page of the answer script from the DDE website. The front page will be uploaded by the Office of the DDE, BU on the DDE website two days prior to the scheduled date of commencement of the examinations. Examinees should use A4 sheets for writing the



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answers. Examinees of the subjects which have half papers and full papers will be allowed to use a maximum of six (6) pages for each half and ten (10) pages for full paper respectively (excluding the front page and by writing on the single side of each page). For MBA programme, the examinees will be allowed to use a maximum of 15 pages (excluding the front page and by writing on the single side of each page). The filled-in front page along with the additional sheets is to be scanned as a single file in PDF format and will have to be sent to the designated Gmail ID after the stipulated time of completion of the examination on each day as per schedule. Examinees will have to submit the scanned copy of their own hand written (or written by approved scribe) answer script through e-mail to the designated e-mail ID within half an hour after the completion of examination on the scheduled dates.

11. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. The PDF document need to be named' after the Roll Number of the examinee and attached to the mail before sending it to specified mail ID (available in the admit card). In the Subject field of the mail Subject and Course/ Paper /Half Paper are to be written. If the examinee uses any alternative electronic mode like WhatsApp ( preferred by the DDE,BU), the instruction of the DDE, B.U. is to be followed in this regard. If answer scripts are not sent electronically to DDE,B.U within the given time (half an hour), as per rule the examinee may be marked as 'ABSENT' in respect of the examination of that particular Paper /Half Paper Course.

12. 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. During sending of the answer script electronically, a 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 disputes regarding late submission.

13. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of the 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.

**The above provisions shall be applicable only for this current academic session and all pending Exams as one time measure.**

  
Controller of Examinations