

THE UNIVERSITY OF BURDWAN
DEPARTMENT OF THE CONTROLLER OF EXAMINATIONS
Rajbati, Purba Bardhaman

**GUIDELINE REGARDING THE INTERNAL ASSESSMENT OF MA/M.Sc. SEMESTER – I
SPECIAL EXAMINATION, 2020(CDOE) IN MATHEMATICS (OLD CBCS) IN VIEW OF
COVID-19 PANDEMIC.**

1. Every student should preferably have their own email id & mobile no. for sending answer scripts through **GOOGLE FORM** to be specified by the CDOE, BU.

2.

Answer of MMATG101 & MMATG102 together should be limited to two A4 size pages,
Answer of MMATG103 & MMATG104 together should be limited to two A4 size pages,
Answer of MMATG105 & MMATG106 together should be limited to two A4 size pages,
Answer of MMATG107 & MMATG110 together should be limited to three A4 size pages,
Answer of MMATG108 & MMATG109 together should be limited to two A4 size pages,

Examinees are asked to **fill in the Roll number, Paper and Subject very carefully** at the top of the page and have to sign at the bottom of each answer sheet (**see the sample answer script**).

The answer script without Roll number and signature **will be treated as incomplete.**

3. Examinees will have to submit their own hand-written answer scripts electronically through **GOOGLE FORM** to be specified by the CDOE, BU in a single PDF file within the stipulated time (as mentioned in the exam schedule). Blind/orthopedically disabled examinees may approach the university through the Director, CDOE with details of their scribe for approval.
4. For electronic submission, scanned page need to be **converted to a single PDF** document. The PDF document need to be named after the Roll Number of the examinee (**details are given below**) and attached to the **GOOGLE FORM**. In case of any technical snag while sending the answer script, examinees should immediately contact for any support to the **Core Faculty in Mathematics(8250576882)** . If answer scripts are not sent electronically to CDOE, B.U. within the given time (**within half an hour after the examination completed**), as per rule the examinee may be marked as '**ABSENT**' in respect of the examination of that particular Paper.

Upload the file in the appropriate field of the Google Form by following the pattern of the file name as given below.

As an example, if the Roll No. of the student is 1234567890, then

Paper Code	File name has to be
MMATG101 & MMATG102 together	1234567890_mmatg101102
MMATG103 & MMATG104 together	1234567890_mmatg103104
MMATG105 & MMATG106 together	1234567890_mmatg105106
MMATG107 & MMATG110 together	1234567890_mmatg107110
MMATG108 & MMATG109 together	1234567890_mmatg108109

The above prescriptions (for both Applied and Pure stream) must be followed strictly. Answer script submitted without following the above prescriptions is liable to be cancelled .

- 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 as one time measure.

Controller of Examinations