# BANKURA UNIVERSITY
## বাঁকুড়া বিশ্ববিদ্যালয়

## Office of the Controller of Examinations

# NOTIFICATION

## SUB: UNDERGRADUATE COURSE(S) END SEMESTER EXAMINATION(S) PROCEDURE

## REF: ALL END SEMESTER EXAMINATIONS OF UG EVEN SEMESTER VI, 2020

It is hereby notified for information of all concerned that keeping in mind the prevailing pandemic situation after spread of Covid-19 worldwide, the need for *social distancing* / adoption of various precautionary measures and the welfare of all students; and in compliance with UGC Letter D.O. No. F. 1 – 1 / 2020 (Secy) dated 06/07/2020, and resolutions of meetings with Principals of all affiliated colleges, *Bankura University* has adopted the following measures regarding the conduct of various examinations, applicable only for this UG Semester VI Examinations to be conducted during this pandemic situation as per relevant UGC guidelines:

## A] QUESTION PATTERN, FULL MARKS OF QUESTION PAPER & DURATION OF EXAM APPLICABLE FOR EXAMINATIONS:

- The **Question Pattern & Full Marks of the question paper and duration/time of the examination of each and every Course / Paper (applicable for both Theory and Practical) to be decreased to 50% or more or as practicable**, for the benefit of all examinees of all affiliated colleges, whose classes have been disrupted by the pandemic outbreak.

- There will be a **decrease/reduction in the number of questions to be attempted /answered by any examinee** but the **total number of questions (Options) in the Question Paper will remain the same** as per pre-existing Question Pattern.

- The full marks of any question (for e.g. 12/10/05/03/02/01 as per existing Question Pattern) may be adjusted/changed if required, for practicality and convenience in any question paper.

- **The Question Pattern and all other details applicable for this UG Semester VI Exam 2020 is available Subject-wise & Course ID-wise in a subsequent Notification vide Ref No.: BKU/CE/392/2020 dated 15/09/2020**

- **During computation of the result** of any Course / Paper (applicable for both Theory and Practical), **the final marks scored by the student will determined by proportionate calculation** between the pre-existing Full Marks of any Course/Paper as per Question Pattern and the current Full Marks, as determined for this UG Semester VI exam.

## B] MODE OF EXAMINATION:

- **All Theory Courses / Papers will follow pre-existing mode / will have to be answered by examinees in the same way**:

  - **Descriptive (written) papers will remain descriptive** (Candidates will write the answers to the questions in the question paper in **plain white A4 size paper** as available to them at home)

  - **MCQ type papers (answer marked in OMR sheet) will remain MCQ type** with question papers having Questions and multiple choice answers (though no MCQ sheet will be provided to candidates. Candidates will use **plain white A4 size paper** as available to them at home and write their answer OPTION (A/B/C/D) against each Question Number

- **Some Practical Courses / Papers will have question papers (some would be conducted only by *viva voce* as referred to in the Notification on Question Pattern of different subjects) with questions on methodology of experiments / practical activities.** (Candidates will write the answers to the questions in the question paper, if applicable, in **plain white A4 size paper** as available to them at home. Subsequently, the **Practical Examiner concerned of the college of the candidate will conduct a *viva voce* using electronic**

**means** like telephone or WhatsApp, etc. call, before awarding of marks scored by examinees)

## C] ROUTINE / SCHEDULE OF EXAMINATIONS & ADMIT CARD:

- The routine / schedule of the UG SEM VI Examinations 2020 (both Theory and Practical) is available in a subsequent Notification vide **Ref No.: BKU/CE/391/2020 dated 15/09/2020.**

- **The *e-Admit Cards*** of the examinations would be made available **in the Unitrack login ID of Semester VI students** in due course.

## D] DISTRIBUTION OF QUESTION PAPERS TO EXAMINEES ON THE DATE OF EXAMINATION:

- The *electronic Question Paper* **of any exam would be made available 15 minutes before the commencement of the exam on the day of the exam** (see Exam Schedule for details of date and time)
- **Examinees may get / download their electronic Question Paper** from any of the following sources by typing in their Course IDs:
  - **The Login ID of the candidate concerned in Unitrack software**
  - **Link / URL provided in SMS sent to the mobile phone of the candidate in the Mobile Number registered with the university**
  - **Bankura University website**
  - **College website**
- *Examination Facilitation Centres* **located at all 24 affiliated colleges would also provide printed HARD COPY of any Question Paper at the same time** (15 minutes before the commencement of the exam on the day of the exam), to examinees who may want / desire the same.

## E] PROCEDURE OF WRITING EXAMINATION:

### 1. FOR CANDIDATES / EXAMINEES HAVING INTERNET ACCESS FACILITY AND ELECTRONIC DEVICES:

- **All the following activities to be done by the candidate / examinee from the safety of her/his home.**

- The ***electronic Question Paper* of any exam would be made available 15 minutes before the commencement of the exam on the day of the exam.** Examinees may get / download their *electronic Question Paper* from any of the following sources**:**

    o **The Login ID of the candidate concerned in Unitrack software**

    o **Link / URL provided in SMS sent to the mobile phone of the candidate in the Mobile Number registered with the university**

    o **Bankura University website**

    o **College website**

- After getting the Question Paper, the **candidates / examinees may write the answers to the questions in the Question Paper in <u>plain white A4 size paper</u>** as available to them at home**.**

- **NO COMPUTER TYPED DOCUMENTS ARE ALLOWED.**

- **EXAMINEES HAVE TO WRITE THE ANSWERS IN THEIR OWN HANDWRITING.**

- **This handwritten Answer script of the examinee can be a maximum of 04 (FOUR) pages of plain white A4 size paper (NOT BOTH SIDED)** as illustrated below, <u>so that the size of the electronic Answer Script/FILE generated by examinee is LOW and easy to UPLOAD / SUBMIT / SEND</u>.

| 01/04 | 02/04 | 03/04 | 04/04 |
|:---:|:---:|:---:|:---:|
| ONE | TWO | THREE | FOUR |
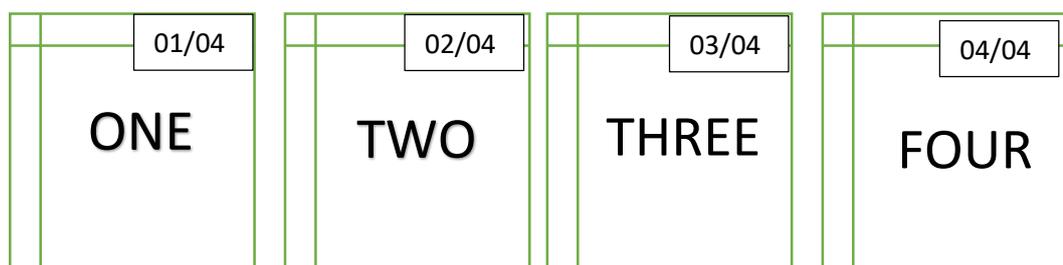
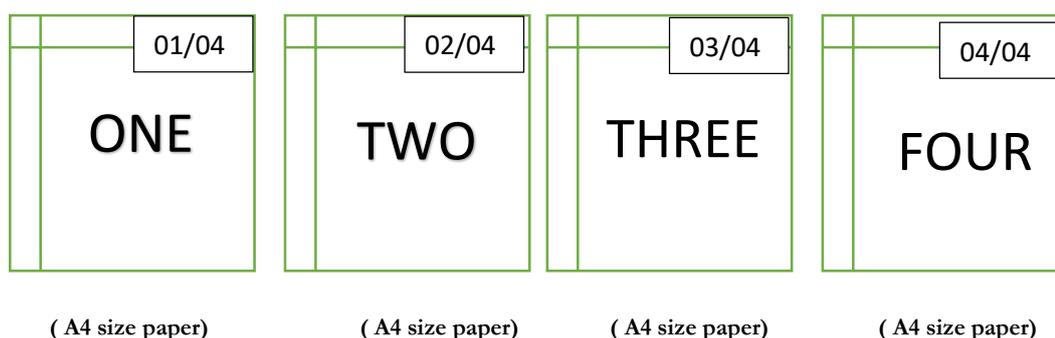**( A4 size paper)　( A4 size paper)　( A4 size paper)　( A4 size paper)**

- After completing the exam**, the candidates / examinees will have to take photograph / scan the Answer Script** using Document Scanner Apps available in <u>*Google Play Store*</u> like *Adobe Scan*, *Camera Scanner*, *Page Scan*, *Kaagaz Scanner,* etc. and **SAVE the FILE in .PDF format.** Care should be taken to ensure that the photograph / scan is **NOT HAZY** and is **LEGIBLE/READABLE.**

- **The FILE NAME** should be as follows**: COURSE ID_UID.** Thus for example if the COURSE ID of the Course/ Paper is 60101 and UID of the candidate / examinee is 17001010101, then the **FILE NAME should be: 60101_17001010101.**

- **The FILE which is the electronic Answer Script of the candidate / Examinee for that particular Course/Paper has to be submitted / sent electronically / uploaded <u>WITHIN 24 HOURS of start of examination.</u>** Thus for example, for an exam scheduled on 01/10/2020 at 12 noon, the Answer Script FILE has to be submitted / sent /uploaded by 12 noon on 02/10/2020.

- Details of electronic Answer Script generation and about the process of electronic submission / uploading of electronic Answer Script by examinees would be notified in due course

- For the exam of each and every Course / Paper, this entire electronic process will remain the same.

## 2. FOR CANDIDATES / EXAMINEES <u>INTENDING TO USE NON-ELECTRONIC METHODS</u>:

- **The candidate / examinee may collect the printed Question Paper for the examination of the day from the college which is nearest to her / his home/residence among any of the 24 undergraduate colleges affiliated to Bankura University.**

- **Each college will have an *Examination Facilitation Centre* where the Question Paper of the day will be available 15 minutes before the commencement / start of the examination in HARD COPY format.**

- **The candidate / examinee can visit any college, even if it is not her/his own college, COMPULSORILY furnish her/his ADMIT CARD and collect the printed Question Paper after signing on the Question Paper Issue Sheet. If no ADMIT CARD is furnished, printed Question Paper will NOT be provided.**

- All colleges would maintain strict social distancing norms and follow guidelines as issued by appropriate authorities from time to time during this entire process.

- **Candidate / examinee concerned would need to strictly follow the social distancing norms and other guidelines as being adopted in the *Examination Facilitation Centre* of the college.**

- After collection of the printed Question Paper**, the candidate / examinee will have to COMPULSORILY return home and write the examination from the safety of her / his home** using plain white A4 size paper as available at home.

- **NO EXAMINATION WILL BE CONDUCTED AT THE COLLEGE. (Examinees cannot write their examinations at the college premises) This is to maintain Covid-19 protocols as notified by appropriate authorities from time to time.**

- **EXAMINEES WOULD HAVE TO COMPULSORILY LEAVE THE COLLEGE IMMEDIATELY AFTER COLLECTION OF THE PRINTED QUESTION PAPER TO CONFORM TO COVID-19 SOCIAL DISTANCING PROTOCOLS.**

- The candidates / examinees may write the answers to the questions in the Question Paper in **plain white A4 size paper** as available to them at home.

- **NO COMPUTER TYPED DOCUMENTS ARE ALLOWED.**

- **EXAMINEES HAVE TO WRITE THE ANSWERS IN THEIR OWN HANDWRITING.**

- **This handwritten Answer script of the examinee can be a maximum of 04 (FOUR) pages of plain white A4 size paper (NOT BOTH SIDED)** as illustrated below (this Answer Script will later be scanned at the *Examination Facilitation Centre* & file size of the electronic Answer Script/FILE has to be kept LOW for ease of use)

| 01/04 | 02/04 | 03/04 | 04/04 |
|:---:|:---:|:---:|:---:|
| ONE | TWO | THREE | FOUR |
| ( A4 size paper) | ( A4 size paper) | ( A4 size paper) | ( A4 size paper) |

- **The HARD COPY of the Answer Script / physical script of 04 pages will have to be submitted by the candidate / examinee to the same college Examination Facilitation Centre WITHIN 24 HOURS of start of examination.** Thus for example, for an exam scheduled on 01/10/2020 at 12 noon, the Answer Script HARD COPY has to be submitted BY 12 noon on 02/10/2020.

- The *Examination Facilitation Centres* at different colleges would remain open **between 11 AM and 3.00 PM.** on days, as applicable, for this purpose.

## 3. FOR CANDIDATES / EXAMINEES INTENDING TO <u>USE BOTH ELECTRONIC AND NON-ELECTRONIC METHODS</u>:

- **SCENARIO 01**

  - **The candidate / examinee may access / download the Question Paper from any of the above mentioned sources and write the exam at home**

  - **Subsequently, the candidate / examinee may submit the Answer Script in HARD COPY to the nearest college *Examination Facilitation Centre***

  - **All other instructions regarding Answer Scripts would remain the same**

- **SCENARIO 02**

  - **the candidate / examinee may obtain HARD COPY of Question Paper from the nearest college *Examination Facilitation Centre* following the process mentioned above and write the exam at home**

  - **Subsequently, the candidate / examinee may submit/send / upload the electronic Answer Script FILE electronically following the procedure mentioned above**

  - **All other instructions regarding Answer Scripts would remain the same**

- **For their convenience, candidates / examinees may adopt any of the above alternatives if they deem fit**

- **A MOCK SUBMISSION of electronic Answer Scripts will be organised by the CoE in the last week of September 2020. This will act as a rehearsal / practice for all Examinees intending to use electronic means during the examination to check / know whether they are able to complete the activity successfully. The same would be intimated in a subsequent notification in due course.**

## F] *EXAMINATION FACILITATION CENTRE*:

- Every college will have an *Examination Facilitation Centre* to support students during the examination process
- All colleges would maintain strict social distancing norms and follow guidelines as issued by appropriate authorities from time to time during this entire process
- The Examination Facilitation Centres at different colleges would remain **open between 11 AM and 3.00 PM.** on days, as applicable, for this purpose.

- **A candidate / examinee can visit any college, even if it is not her/his own college, furnish her/his ADMIT CARD and collect the printed Question Paper after signing on the Question Paper Issue Sheet.**

- Candidates / examinees may locate their nearest *Examination Facilitation Centre* by clicking https://bankurauniv.ac.in/Affilated_College.aspx

## G] REGARDING PRACTICAL COURSES EXAMINATIONS:

- The **dates & times of Practical Examinations are mentioned in the examination Schedule / Routine**
- On that date, **examinees can obtain the relevant Question Papers (if Applicable, check Question Pattern Notification for more details)** using any of the methods mentioned above and then **submit Answer Scripts within 24 hours** (same process to be followed as that of Theory Courses / Papers Examinations)

- For **the *viva voce* in any Practical Course** (if Applicable, check Question Pattern Notification for more details), the Practical Examiner of the college assigned for the Practical Course / Paper  would contact the Examinee concerned of the college telephonically/ using other electronic means (**as per convenience of both Examinee and Examiner**). The procedure is to be decided by college concerned, taking care that no examinee is inconvenienced in any way and there is no violation of any guidelines as issued by appropriate authorities from time to time.

Sd/-

Controller of Examinations (Addl. Charge)

Bankura University

Copy to:

1. The Registrar, *Bankura University*
2. The Inspector of Colleges, *Bankura University*
3. All Principals / TiCs / OiCs of affiliated colleges where UG courses are taught
4. The Secretary to the Hon'ble Vice Chancellor, *Bankura University*
5. Guard File

Controller of Examinations
(Addl. Charge)
Bankura University