



NOTIFICATION

It is notified for information of all concerned that M.A./M.Sc./M.Com/M.C.S.A./M.Ed./M.P.Ed./LL.M./M.Lib.I.Sc/M.B.A./M.B.A.(H.R.)/M.B.A.(T) **Semester-I Examinations, 2020** will be held as per the decision of the appropriate authority of this University. In order to conduct the above mentioned examinations the undersigned is pleased to state hereunder the modalities adopted by the competent authority of this University relating to the ensuing **P.G. Semester-I Examinations, 2020** of all Post-graduate Courses of studies, taught at this University and its affiliated colleges, in view of COVID-19 pandemic situation:

MODALITIES REGARDING PRE-EXAMINATION ACTIVITIES:

1. **Entire Examination (Theory/ Practical/ Project/ Viva Voce etc) will be held through blended/on-line mode.** Students will appear in the examination from their respective home.
2. There will not be any short answer type questions at PG level. The questions pattern should comprise of 5 marks and/or 10 marks questions. The options to be given to the examinees and the question pattern may be decided by concerned department/PGBS, based on the specific requirement and the nature of the concerned subject. Furthermore, departments may impose restriction on the number of pages to be used for answering the specified questions.

MODALITIES FOR UNDERTAKING ACTIVITIES DURING THE EXAMINATION:

3. **Downloading the front page and addition of sheets**
Examinees are to answer the questions by downloading the front page of the answer script from the university website (www.buruniv.ac.in).
The front page will be uploaded by the Department of Controller of Examinations on the university website **at least three days prior to the scheduled date of commencement of examinations. Examinees should use A4 sheets for writing the answers.** The filled-in front page along with the additional sheets must be scanned as a single file in pdf format and to be sent to the designated Gmail ID. After completion of the examination on each day, examinees be asked to submit scanned copy of the own hand written (or written by approved scribe) answer-scripts through e-mail to the designated e-mail I.D.
4. **Sending of questions on the date of examination**
4.1 For the university departments and also for the affiliated colleges offering P.G. Courses of Studies, the concerned HoDs/TICs will send the question papers to the examinees at the email IDs of the candidates 30 minutes before the scheduled time of commencement of examination as per schedule.

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CONTROLLER OF EXAMINATIONS' DEPARTMENT

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4.2 For affiliated colleges offering PG courses along with the university department, the HoD/TIC of the University department will send the question paper on the day of the examination 1 hour before the examination to the subject head of the concerned colleges where PG course is offered. It will be the responsibility of the subject head of the college to send the question paper to the examinees of the concerned college by email 30 minutes before the scheduled time of commencement of examination as per schedule.

4.3 In case a concerned examinee doesn't receive the question paper within the scheduled time, he/she should contact the concerned HoD/TIC within 15 minutes of the scheduled time for the receipt of the question paper.

5. Receiving of answer scripts

5.1 Total time allocation for downloading question paper and uploading answer-scripts is one hour except the stipulated time of Examinations. The answer-scripts are to be sent to the given E-mail I.D. In case a student is unable to send it by email due to technical problems, he/she should send it to the concerned HoD as a WhatsApp attachment within the above mentioned time allotment. This will be forwarded by the HoDs to the concerned examiner by email. There will be no provision for submitting hard copies of the answer scripts.

Sd/- A. J. Pal
Controller of Examinations

No. CE-Sectt./PG(Sem)/54(13)

March 25, 2021

❖ Copy forwarded for information & taking necessary action to :

- 1) Office of the Hon'ble Vice-Chancellor
- 2) Office of the Hon'ble Pro-Vice-Chancellor
- 3) Dean. Faculty of Science, B.U.
- 4) Dean, Faculty of Arts, Commerce etc., B.U.
- 5) Office of the Registrar, B.U.
- 6) Sr. Secretaries, F.C. Science & F.C. Arts, Commerce etc., B.U.
- 7) Heads of all P.G Departments, B.U. - with the request to give wide publicity to it for information of all concerned and for taking necessary action accordingly.
- 8) Principal/Teacher-in-Charge/Officer-in-Charge of all affiliated colleges imparting instruction to the P.G. Courses of Studies - with the request to give wide publicity to it for information of all concerned and for taking necessary action accordingly.
- 9) All Officers of C.E.'s Department
- 10) All Sections of C.E.'s Department
- 11) Dr. Biplab Sarkar, System Manager - for placing the notice before the University Website
- 12) In house Computer Unit of C.E.'s Department, B.U.
- 13) Outsourcing Computer Company entrusted with the works of result processing - with the request to adopt the relevant modalities accordingly

Controller of Examinations
