



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

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**GUIDELINES FOR UG TERMINAL SEMESTER**  
**AND OLD PART-III EXAMINATIONS 2021**

**The University authority after careful consideration of all relevant Orders/Notifications received from competent authorities has prepared the modalities of conducting the UG terminal and Part-III (old) examinations 2021. The following Guideline is being sent to the affiliated colleges for compliance of the same and for wide publicity amongst the stakeholders so that they may take/give the exams with sound knowledge/understanding about the same:**

1. UG Terminal Semester/Part III Examinations will be compulsorily conducted in blended mode (online+offline) following the protocols/guidelines to the COVID-19 pandemic.
2. Examinations of the practical component including field work, project, dissertation, term paper, etc. however, are to be conducted in online mode within the last week of July 2021.
3. The theoretical examinations will be completed within 14<sup>th</sup> August 2021.
4. Every student should preferably have own email id & mobile number for sending answer scripts by their e-mail to specified email of the college or, posted on specific Google Classroom, if created by the college.
5. Examinees who had enrolled themselves at the Semester V Examination, 2020 have been allowed to fill in examination Forms of Semester VI Examination, 2021 irrespective of their results of previous semester(s). However, the results of Semester VI examinees with backlog in respect of Semester I will not be considered and hence will be put under PNC category if they fail to clear the Semester I Examinations within prescribed chances. In case of Part-III Examination, existing UG Regulations will be in force.
6. Due to prolonged college closure in the event of outbreak of COVID-19, no student had any scope to physically attend classes in any college. So all Semester VI students may be deemed to have attended 100% classes and the highest allotted marks (5) for attendance be awarded to all examinees in C3 component.
7. After the end of date of form filling, in response to University notification students will have to download individual Examination Admit Card showing details of courses for which they are eligible to take their examination. **Without any such valid document issued in favour of 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/ Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.
8. Soft copy of the front page of the answer script to be used for writing answers will be available at University website. The same is also available 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 answer script will be treated as incomplete without a properly filled-in front page, and is, therefore, liable to be rejected.
9. Each question will be of 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. Softcopy of questions will be made available by the University as well as the college concerned through website at least half an hour before the commencement of the examination of each day.
10. As it is a *blended open book examination*, there will be no objective type question and the time will be restricted to 2 / 3 hours as the case may be for Semester- VI Examinees (CBCS). Time for Part III examinees will be 2 hours. Therefore, Full Marks of each paper of Part-III Examinations will be 50. After the examination the marks obtained will be doubled to get the full value of performance in every paper of 100 marks.



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11. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the college concerned **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 day's examination. Blind / orthopedically disabled examinees may approach the university through the college with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id (as notified by the college) while submitting the answer scripts electronically. In compliance with UGC mandate in this regard, examinees will get half an hour for downloading the question paper and half an hour for sending the PDF file of answer script.
12. For electronic submission, 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. In the Subject field of the mail Subject and Course/ Paper are to be written. If the examinee uses any alternative electronic mode like Google Classroom preferred by the college, the instruction of the college is to be followed in this regard.
13. In case of failure in electronic submission, examinees must submit the same to their respective colleges within stipulated time (half an hour) of each day's examination and collect receipt of submission from the college end. If answer script are not sent electronically/ physically submitted to college within the given time (half an hour), as per rule the examinee may/ would be marked as 'Absent' in respect of the examination of that particular Paper/ Course.
14. 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. If answer script is sent electronically, 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 dispute regarding late submission.
15. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of 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.
16. Part-III form fill up will be followed as per Regulation.
17. No PPR/PPS will be applicable for the above mentioned examinations.
18. Every Officer-in-Charge of the college will send/submit attendance record in proper format of the examinees who appeared in the examination to the office of the Controller of Examinations within two working days on completion of the examination, *e.g.*, Sem-VI and Part-III Examinations.

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

Candidates are directed to fill in their respective examination form(s) after checking and fulfilling their own eligibility criteria to appear in that semester/part of examination. Mere fill in of examination form does not confirm the chance to appear at the respective Semester/Part of examination if the candidate fails to comply/satisfy his/her eligibility criteria as prescribed in the existing UG Examination Regulation. The University will not be liable to such cases.

*Controller of Examinations*



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**Distribution of Marks (Course wise)**

- + **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.