



General Guidelines for UG Sem-VI, Sem-IV & Sem-II and Part-III Exam-2022

The University Authority, after careful consideration of the present situation including Teaching-Learning scenario in the affiliated/constituent Colleges under this University during the transition period after prolonged lock down owing to Covid-19 pandemic and the guidelines issued by UGC vide D.O.No. F.1-1 2021 (Sec) dated 16.07-2021, has decided that Semester VI, IV & II and Part III Examinations, 2022 be conducted through ONLINE/BLENDED MODE in which questions can be accessed electronically and answers can be written from the examinee's own home or place.

1. Marks for attendance component in internal assessment will be computed as usual based on the percentage of classes attended by the examinees in each course.
2. Examinations of the practical component including field work, project, dissertation, term paper etc. are to be conducted through online and will be completed as per the following schedule:

Examinations	Completion Date
Semester VI (Hons. & General)	11.06.2022
Semester IV (Hons. & General)	25.06.2022
Semester II (Hons. & General)	14.07.2022
Part III (Hons. & General) (if any)	11.06. 2022

3. As answer scripts are to be sent by e-mail, every student should preferably have own email id & Mobile No.
4. Internal assessments of Sem-VI, IV, & II Examinations are to be positively completed by colleges within the dates as prescribed in the respective schedule of Examination. Marks capturing portal will be opened for capturing IA marks after filling up of the forms of respective examination(s).
5. Arrangement for wide publicity to be made to inform the students regarding the dates of IA, form-filling, Practical Exams and Semester-end exams and all other exam-related matters.
6. Colleges are also to involve the teachers and nonteaching staff members for timely conduction and completion of the above stated examinations.
7. Soft copy of the front page of the answer script to be used for writing answers will be posted on University website. The same is also to be posted on the website of all affiliated/constituent colleges so that examinees may download the same well in advance. Use of the front page provided by the university is compulsory for the examinations of each course/paper. Since there is no scope of verification of the information, examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper, Subject etc. very carefully. The answer script will be treated as incomplete without a properly filled-in front page, and is therefore liable to be rejected.
8. Softcopy of questions will be made available on the website of the University/College concerned at least half an hour ago of the commencement of the day's examination.
9. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the colleges within the stipulated time for each day's examination. Blind/Orthopedically disabled examinees may approach the University through the college with details of their scribe for approval.
10. In case of failure of submission of Answer Scripts through Online, examinees must submit the same to their respective colleges within stipulated time of each day's examination and collect receipt of submission from the college end.
11. All the submitted answer scripts will be evaluated by the teachers of the same college. The soft copy may be forwarded to the teacher's email id while the hard copy, if any, is to be collected from the Principal's office of the college.



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DEPARTMENT OF CONTROLLER OF EXAMINATIONS

12. In case of Semester VI, IV & II, the pattern of question papers and distribution of marks of each course will be as per the curriculum of pre-covid situation. However, the full marks of each paper of Part III examinations will be 50 and of 2 (two) hours duration. After the examination of Part III, the marks obtained by the respective examinees will be doubled to get the full value of performance in every paper of 100 marks.
13. Principals should update all the faculty details as shared in the Google drive. Based on this data, subject-wise/course-wise/paper-wise examiners' appointment letters will be issued.
14. After the evaluation of answer scripts, all marks of all Courses/Papers are to be submitted online to the University through marks capturing portal within the dates to be notified by the Controller of Examinations from time to time.
15. 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.
16. As students will take examinations from home, they will come under the purview of disciplinary measures on the basis of examiner's report if any of them writes/posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of the learners.
17. No Post Publication Review/Post Publication Scrutiny will be considered for the above noted Examinations and there will be no provision of special/supplementary examination.
18. Candidates are directed to fill in their respective examination form(s) after checking and fulfilling their own eligibility criteria to appear at the semester examination concerned. Mere filling in the examination form does not confirm the chance to appear at the respective Semester, 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.
19. Day wise, subject wise and course wise attendance (Theoretical) to be submitted via link [Students Attendance Submission Google Form Link : <https://bit.ly/3eQfMKz>]. Sample attendance template may be downloaded by following this link [Sample Students Attendance Template Download Link : <https://bit.ly/3ERwLqt>]. Any other type of communication (separate mail/hard copy etc) will not be entertained in this regard.
20. HoDs/Senior most teachers of the subject concerned will oversee the evaluation process as well as uploading of the marks of the said paper/course/subject. If any dispute arises, the matter may be finalised by the senior most teacher in consultation with other teachers of the department as per his/her discretion.
21. Principals/TICs/OICs are requested to send the corrections, if any, within 10 days from the date of publication of the respective results.

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

Date : 27-05-2022


Controller of Examinations