

# UNIVERSITY OF GOUR BANGA

Established under the West Bengal Act. XXVI of 2007  
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]



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Ref. No. 1163/UGB/COE-2020

Date : 04/10/2020

To  
The Principals/TICs/OICs  
All affiliated UG Colleges,  
Malda, U/Dinajpur, D/Dinajpur

Subject: Regarding the Under Graduate (UG) final year examination, 2020, through online Examination mode

Sir/Ma'am,

The undersigned would like to request you to focus on the following points while conducting the Under Graduate (UG) final year examination, 2020, through **online Examination mode** –

1. Please ensure a **wide circulation** of the **question papers** through **College Website / Email / WhatsApp / any feasible and preferable mode** to every examinee **30 minutes before** the commencement of the scheduled examination, **strictly maintaining the recommended guidelines for nCOVID-19 pandemic**.
2. Please ensure the **submission** of the **answer scripts** through **examination web-portal / Email / WhatsApp / any feasible and preferable mode** from every examinee **30 minutes or so after** the scheduled examination, **strictly maintaining the recommended guidelines for nCOVID-19 pandemic**.
3. Please arrange sufficient submission counter with required efficient staffs for 'hard copy submission' of the answer scripts from the examinees to ensure any hassle free and disciplined submission process **strictly maintaining the recommended guidelines for nCOVID-19 pandemic**.
4. Please ensure a **wide circulation** of the **examination guidelines** among the examinees.
5. Please provide dedicated help-lines for the examinees reading any examination issues.
6. Please ensure a successful **online Examination** procedure **strictly maintaining the recommended guidelines for nCOVID-19 pandemic**.

The undersigned also request you to intimate / report / suggest any information regarding any issues related to your preparation of the forthcoming examination.

Regards

Sd/-

Controller of Examinations  
University of Gour Banga

Copy forwarded to:

1. Hon'ble Vice-Chancellor, University of Gour Banga, Malda
2. The Registrar, University of Gour Banga, Malda
3. The Inspector of Colleges, University of Gour Banga, Malda
4. The Deputy Controller of Examinations, University of Gour Banga, Malda
5. The Assistant Registrar (UG), University of Gour Banga, Malda
6. Office file.