

UNIVERSITY OF GOUR BANGA

Established under the West Bengal Act XXVI of 2007

[Recognised by UGC under section 2(f) & 12(B) and NAAC accredited University with Grade- "B" (2016)]

Dr. Biswarup Sarkar
M.Sc., Ph.D.
Controller of Examinations



URL: www.ugb.ac.in
Phone & Fax: (03512) 223668
E-mail: controller@ugb.ac.in

P.O. Mokdumpur, Dist: Malda, West Bengal, Pin: 732103 (India)

Ref. No.- CoE-341/UGB/CE - 2020

Date: 14/09/2020

NOTICE

In accordance with the verdict of the Hon'ble Supreme Court dated 28 August, 2020 and the directions of the Department of Higher Education, GoWB, the modalities of the Final Year / Terminal Semester Examinations, 2020 at the UG and PG levels adopted in the emergent meeting of the Executive Council (EC) of University of Gour Banga, Malda held on 13 September, 2020, considering the recommendations/resolutions taken in the meetings of by the Examination Monitoring Committee (*vide* Ref. No.: CoE-330/UGB/CE - 2020, dated: 05 September, 2020) and P. G. Core Committee (*vide* Ref. No.: CoE-329/UGB/CE - 2020, dated: 05 September, 2020), are notified for all concerned as follows:

1. FOR UNDER GRADUATE (UG) DEGREE COURSES

A. For General UG Degree Courses [UG Part-III (Honours and General) Examinations, 2020]

- The examinations will be conducted in ONLINE OPEN BOOK EXMINATION (OBE) MODE for all the pending papers and / or subjects (irrespective of their nature and courses).
- The weightage of marks for any paper / course will remain completely unchanged or as per the syllabus. The examinations will be conducted for full marks (100 percent) of any paper / course / half.
- The Examination schedule (1 – 18 October, 2020) for different subjects and courses will be notified by the Office of the CoE, UGB.

iv. About the online OBE Procedure –

- Distribution of the Question Papers:** On the date of the scheduled examination, the paper wise soft copy of the question set will be provided through - *i.* the University website / College website / examination related web-portal linked with the University website, and *ii.* the concerned Principals/TICs/OICs of the Colleges for circulation among all the examinees (via email and WhatsApp or any feasible way of communications).
- Writing of the Answer Scripts:** The Principals / TICs/OICs of the Colleges will instruct the students to download the soft copy of the question paper, and write -
 - the answers in clean and blank full-scape papers along with their Name, Roll No., Registration No, Paper Code, and Paper name, Total number of the answer script etc. (Sample will be available at the University website / College website / examination related web-portal).
 - Only the handwritten answer scripts will be accepted. Computer typed or generated answer scripts will not be accepted.
- Submission of the Answer Scripts:** The students will not be allowed to upload / submit their answer scripts within the time duration of examination on the date of examination. Once the time duration of the examination is over –
 - the students have to upload the scanned hand written answer scripts, preferably in .jpeg / .png / .pdf format in the order of page numbers at the examination related web-portal linked with the College/University website, after completing their examinations.
 - If uploading at the web-portal is not possible, then students can also email / WhatsApp the scanned hand written answer scripts, preferably in .jpeg / .png / .pdf format in the order of page numbers to the provided email id or WhatsApp number of the Principals / TICs/OICs of the concerned Colleges.
 - The students will be allowed to upload / submit their answer scripts within 24 hours from the time of upload of the question paper.
 - However, in worst situation, if a student still remains unsuccessful to upload / submit his/her answer scripts in all the above mentioned ways; then the student will be allowed to submit his/her answer scripts to the 'collection center' to be arranged and notified by the respective Colleges by the very next day of the date of examination following all the recommended guidelines of nCOVID-19.
 - After submission, in any mode, student will receive an online / offline acknowledgement receipt for his/her successful submission
- Evaluation of the Answer Scripts and Submission of Marks:** The uploaded/submitted answer scripts will be provided to the Principal/TIC/OIC of the concerned college through dedicated web-portal. The Principal/TIC/OIC will assign the evaluators from his/her college and will upload the obtained marks to the same dedicated web-portal by the stipulated time.
- Regarding the practical/dissertation/project/field study (*i.e.* other than theoretical) paper, the college will conduct the examination online in written / viva / any possible mode within the scheduled time period and upload/submit the marks at the web-portal. The Office of the CoE, UGB, will not provide any question for the practical/dissertation/project/field study (*i.e.* other than theoretical) paper

- f. A downloadable 'admit card' will be provided to the examinee through the dedicated web-portal.
- v. The students will collect their original mark sheet of the final year from the concerned Colleges.
- vi. Examinations for Back / supplementary candidates/paper will be conducted in online OBE mode only for this year.

B. For Professional UG Degree Courses (Like - B.A. LL.B., B.C.A and others) [Final Year / Semester Examinations, 2020]

- i. All the points (i – vi) mention for 'General UG Degree Courses [UG Part-III (Honours and General) Examinations, 2020]' will also be applicable for Professional UG Degree Courses (Like - B.A. LL.B., B.C.A and others) [Final Year / Semester Examinations, 2020]
- ii. In addition to that, as the examinations of the Semester IX for B.A. LL.B. Course and Semester V for B.C.A. Course are also incomplete due to nCOVID-19 pandemic situation, the points (i – vi) mention for 'General UG Degree Courses [UG Part-III (Honours and General) Examinations, 2020]' will also be applicable for all these pending examinations.

2. FOR POST GRADUATE (PG) COURSES

A. M.A. / M.Sc. / M.Com. Semester IV Examinations, 2020

- i. The examinations will be conducted in ONLINE OPEN BOOK EXMINATION (OBE) MODE for all the pending papers and / or subjects (irrespective of their nature and courses).
- ii. The examinations will be conducted for only 80 % marks of any paper / course excluding the 20 % Internal Assessment (as the IA marks for all the examinees have already been submitted to the Office of the CoE, UGB, by the respective departments) .
- iii. The Examination schedule (1 – 18 October, 2020) for different subjects and courses will be notified by the Office of the CoE, UGB.

iv. About the online OBE Procedure –

- a. **Distribution of the Question Papers:** On the date of the scheduled examination, the paper wise soft copy of the question set will be provided through - *i.* the University website or examination related web-portal linked with the University website, and *ii.* the concerned HoDs / Coordinators of the Departments for circulation among all the examinees (via email and WhatsApp or any feasible way of communications).
- b. **Writing of the Answer Scripts:** The HoDs / Coordinators of the Departments will instruct the students to download the soft copy of the question paper, and write -
 - the answers in clean and blank full-scape papers along with their name, Roll No., Registration No, Paper Code, and Paper name.
 - Only the handwritten answer scripts will be accepted. Computer typed or generated answer scripts will not be accepted.
- c. **Submission of the Answer Scripts:** The students will not be allowed to upload / submit their answer scripts within the time duration of examination on the date of examination. Once the time duration of the examination is over –
 - the students have to upload the scanned hand written answer scripts, preferably in .jpeg / .png / .pdf format in the order of page numbers at the examination related web-portal linked with the University website, after completing their examinations.
 - If uploading at the web-portal is not possible, then students can also email / WhatsApp the scanned hand written answer scripts, preferably in .jpeg / .png / .pdf format in the order of page numbers to the provided email id or WhatsApp number of the HoDs / Coordinators of the Departments.
 - The students will be allowed to upload / submit their answer scripts within 24 hours from the time of upload of the question paper.
 - However, in worst situation, if a student still remains unsuccessful to upload / submit his/her answer scripts in all the above mentioned ways; then student will be allowed to submit his/her answer scripts to the 'collection center' to be notified later. The student will have to submit the answer script by the very next day of the date of examination following all the recommended guidelines of nCOVID-19.
 - After submission, in any mode, student will receive an online / offline acknowledgement receipt for his/her successful submission
- d. **Evaluation of the Answer Scripts and Submission of Marks:** The uploaded/submitted answer scripts will be provided to the evaluators through the HoDs / Coordinators of the Departments through dedicated web-portal. After evaluation of the answer scripts, the evaluators will upload the marks to the same dedicated web-portal by the stipulated time by himself / herself or through the HoDs / Coordinators of the Departments.
- e. Regarding the practical/dissertation/project/field study (*i.e.* other than theoretical) paper, the department will conduct the examination online in written / viva / any possible mode within the scheduled time period and upload/submit the marks at the web-portal. The Office of the CoE, UGB, will not provide any question for the practical/dissertation/project/field study (*i.e.* other than theoretical) paper
- f. A downloadable 'admit card' will be provided to the examinee through the dedicated web-portal.
- v. Under this unprecedented condition, the examinees of the Semester III will be considered as 'automatically admitted' to the Semester IV (terminal semester) once the results of the Semester III are published. The office of the Registrar, UGB, will issue a separate notification in this regard to avoid any confusion among students and teachers.
- vi. The students will collect their original mark sheets from the concerned the Departments / the Office of the CoE, UGB.
- vii. Examinations for Back / supplementary candidates/paper will be conducted in online OBE mode only for this year.

B. M.A. / M.Sc. / M.Com. Semester III Examinations, 2020

- i. As the 3rd Semester Examinations in most of the departments are not completed yet due to nCOVID-19 pandemic, all the points (i – vii) mention for 'M.A. / M.Sc. / M.Com. Semester IV Examinations, 2020' will also be applicable for the remaining examinations of the M.A. / M.Sc. / M.Com. Semester III Examinations, 2020.

C. L.L.M. Semester IV Examinations, 2020

- i. All the points (i – vii) mention for ‘M.A. / M.Sc. / M.Com. Semester IV Examinations, 2020’ will also be applicable for the remaining examinations of the L.L.M. Semester IV Examinations, 2020.

D. L.L.M. Semester III Examinations, 2020

- i. As the 3rd Semester Examinations in Department of Law, UGB (L.L.M.) is not completed yet due to nCOVID-19 pandemic, all the points (i – vii) mention for ‘M.A. / M.Sc. / M.Com. Semester IV Examinations, 2020’ will also be applicable for the remaining examinations of the L.L.M. Semester III Examinations, 2020.

Sd/-
Controller of Examinations
University of Gour Banga