

# SIDHO-KANHO-BIRSHA UNIVERSITY

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Controller of Examinations



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## THE DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Ref. No: - 7772/7806/SKBU/CE/UG Exam 2021 Guide Line-Colleges/21      Date: - 18-01-2022

### Guidelines regarding the UG Odd Semesters Examinations, 2021

- On the basis of the Advisory of Higher Education Department, Govt. of West Bengal vide memo no 1060 –Edn(U)/IU-37/2020 dated 10/12/2021 the University authority has decided to conduct the UG Odd Semester examinations through Open Book Examination (OBE)/ Home Assignment (HA) and students will write answers at their home.
- The above examinations (both theoretical and practical) will be held during **18<sup>th</sup> January to 19<sup>th</sup> February, 2022.**
- The question papers will be available in the websites of both Colleges and University following the examination schedule at least half an hour before the commencement of the examination.
- Colleges will make arrangements for providing the question papers (hard copies) to the students who have no internet access.
- Students are to write the answers by their own handwriting on A4 size papers (only on one side) of their own.  
Soft copy of the Front page(I & II) designed by the University will also be available in the websites. Students are to take print(both) and attach with each answer script after duly filled in all fields (Examination, Subject, Course, Roll No., Registration No. etc.) and they must sign in the specified space underneath a declaration. **Without the properly filled in and signed front page(I & II), the answer script will be treated as cancelled.**

For LCC/AECC/SEC papers the answer sheet is to be downloaded by the students for answering LCC, AECC and SEC papers. Students are instructed to fill all the fields (Examination, Subject, Course, Roll No, Registration No etc.) and submit this answer sheet after giving the examination to the respective colleges along with the front page I only ( front page II is not to be attached in this case).

- Examinees will have to submit answer scripts to their own colleges through online/offline mode on the same day within one hour after the examination is over.  
In case of offline submission the colleges should issue the receipt/acknowledgement to the students.
- PWD candidates who are not able to write by their own will be allowed scribe for writing. The respective colleges will submit all necessary documents to the University for approval.
- For evaluation of practical examination, the laboratory records/notebook/ report/any relevant documents are to be submitted by the examinees to their colleges in the same manner as per schedule.

For S-type courses (50 marks Practical/Project/Dissertation): 20 marks will be evaluated on a question paper prepared on the concept of Practical/Project/Dissertation /methodology + 30 marks will be evaluated on the basis of laboratory documents, records, note books and class performance.

- All the answer scripts of the students of respective college will be evaluated by the teachers of that college.

The HOIs will engage the teachers of respective college as Examiners according to their subject/specialization/proficiency. The list of Examiners so engaged is to be forwarded to the COE for approval.

- The marks of the 5<sup>th</sup> and 3<sup>rd</sup> semester examinations are to be uploaded to the designated portal provided by the University within February,2022 and marks of Sem-I are to be uploaded by 20<sup>th</sup> March,2022.
- College authorities are to involve the teachers and non-teaching staff for timely conduction, completion, evaluation and marks submission of the said examinations.
- In order to keep the overall sanctity in evaluation, a Head Examiner will be appointed in honours subjects who will coordinate/monitor/review the process of evaluation as per requirement.
- Due to Covid-19 pandemic situation and due to poor connectivity in the interior places and also of non-availability of smart phones to all our learners, the absence of the students in offline / online classes will be considered as deemed to be attended. Therefore no students will be debarred from appearing the examinations/ penalized owing to poor attendance.
- College authorities are requested to take all possible steps to circulate this guidelines widely among all concerned.
- College authorities are requested to follow Covid-19 health guidelines strictly during the period.
- The examinees will come under the purview of disciplinary measures on the basis of Examiner's report, in case any of them writes/posts anything that goes against the sanctity of the examination and the system as well.

  
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