



THE UNIVERSITY OF BURDWAN

BURDWAN : 713 104

WEST BENGAL

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

NOTIFICATION

It is notified for information of all concerned that M.Phil Semester-I Examination, 2019 (Session: 2019 - 2021) & Ph.D. Course Work Examination, 2019 (Session: July - December, 2019) will be held as per the decision taken by the Executive Council in its meeting held on 15.12.2020 [vide Item No. 239 (AOM)]. In order to conduct the above mentioned examinations the undersigned is pleased to state hereunder the modalities adopted by the competent authority of this University relating to the ensuing M.Phil Semester-I Examination, 2019 (Session: 2019 - 2021) & Ph.D. Course Work Examination, 2019 (Session: July - December, 2019), in view of COVID-19 pandemic situation:

MODALITIES REGARDING PRE-EXAMINATION ACTIVITIES:

1. Entire Examination (Theory/ Practical/ Term Paper/Seminar/ Viva Voce etc) will be held through blended/on-line mode. Students will appear in the examination from their respective home.
2. There will not be any short answer type questions in the above mentioned examinations. The questions pattern should comprise of 5 marks and/or 10 marks questions. The options to be given to the examinees and the question pattern may be decided by concerned department/PGBS, based on the specific requirement and the nature of the concerned subject. Furthermore, departments may impose restriction on the number of pages to be used for answering the specified questions.
3. The examinees concerned are requested to contact with the respective Head of the Department/Principal/Teacher-in-Charge/Officer-in-Charge of the colleges imparting instructions to the M.Phil & Ph.D Course Work courses for relevant Form Fill-up (*Hard Copies*).
4. The examinees concerned are also requested to submit the photocopy of Cash Chalan paid on account of Examination Fees along with their Examination Forms.

MODALITIES FOR UNDERTAKING ACTIVITIES DURING THE EXAMINATION:

5. Downloading the front page and addition of sheets
Examinees are to answer the questions by downloading the front page of the answer script from the university website (*a sample copy attached*). The front page will be uploaded by the Department of Controller of Examinations on the university website at least three days prior to the scheduled date of commencement of examinations. Examinees should use A4 sheets for writing the answers. The filled-in front page along with the additional sheets are to be scanned as a single file in pdf format and to be sent to the designated Gmail ID.

Contd.. P/2



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DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Page-2

After completion of the examination on each day, examinees must submit scanned copy of the own hand written (or written by approved scribe) answer-scripts through e-mail to the designated e-mail I.D.

6. Sending of questions on the date of examination

6.1 For the university department and the independent courses (M.Phil/Ph.D Course Work) offered by the affiliated colleges, the concerned HoDs/TICs will send the question papers to the examinees at the email IDs of the candidates 30 minutes before the scheduled time of commencement of examination as per schedule.

6.2 In case a concerned examinee doesn't receive the question paper within the scheduled time, he/she should contact the concerned HoD/TIC within 15 minutes of the scheduled time for the receipt of the question paper.

7. Receiving of answer scripts

7.1 Total time allocation for downloading question paper and uploading answer-scripts is one hour except the stipulated time of Examinations. The answer-scripts are to be sent to the given E-mail I.D. In case a student is unable to send it by email due to technical problems, he/she should send it to the concerned HoD as a WhatsApp attachment within the above mentioned time allotment. There will be no provision for submitting hard copies of the answer scripts.

It is also notified that by following the Public Notice bearing No. F.1-10/2020(CPP-II), dated 3rd December, 2020 as issued by the UGC the last date of submission of Dissertation Paper relating to M.Phil Final Examination (Semester-III & IV), 2020 (Session: 2018 - 2020) by the P.G. Department(s) to the A.P. Section of the C.E.'s Department would be 30th June, 2021. After expiring the above date, no request for submission of dissertation paper(s) will be entertained. However, detailed notification in this regard will be issued very soon.

Sd/- A. J. Pal
Controller of Examinations

Contd.. P/3



THE UNIVERSITY OF BURDWAN

BURDWAN : 713 104

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DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Page-3

No. CE-Sectt./M.Phil&Ph.D.C.W./125/1(13)

December 17, 2020

❖ **Copy forwarded for information & taking necessary action to :**

- 1) Office of the Hon'ble Vice-Chancellor
- 2) Office of the Hon'ble Pro-Vice-Chancellor
- 3) Dean. Faculty of Science, B.U.
- 4) Dean, Faculty of Arts, Commerce etc., B.U.
- 5) Office of the Registrar, B.U.
- 6) Sr. Secretaries, F.C. Science & F.C. Arts, Commerce etc., B.U.
- 7) Heads of all P.G Departments, B.U. - **with the request to give wide publicity to it for information of all concerned and for taking necessary action accordingly.**
- 8) Principal/Teacher-in-Charge/Officer-in-Charge of all affiliated colleges imparting instruction to the M.Phil & Ph.D Courses of Studies - **with the request to give wide publicity to it for information of all concerned and for taking necessary action accordingly.**
- 9) All Officers of C.E.'s Department
- 10) All Sections of C.E.'s Department
- 11) Dr. Biplab Sarkar, System Manager - **for placing the notice before the University Website**
- 12) In house Computer Unit of C.E.'s Department, B.U.
- 13) Outsourcing Computer Company entrusted with the works of result processing - **with the request to adopt the relevant modalities accordingly**

A. P. A.
17/12/20

Controller of Examinations