Ref. No. ....

Date **27.09.2020** .

From :

Principal / Teacher Incharge
Jamini Roy College
Beliatore, Bankura

Guidelines to the UG Examinees of Terminal Examination 2020 Under theUniversity of Burdwan

1. Every student should preferably have own email id & mobile no., for sending answer by e-mail to email specified by the college or, posted on specific Google Classroom, if created by the college.

2. Soft copy of the front page of the answer script to be used for writing answers will be available at University website. The same is also be available on the website of all affiliated colleges so that examinees may download it well in advance for use. Use of the front page provided by the university is compulsory and since there is no scope of checking the information, examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper and Subject very carefully. The answerscript will be treated as incomplete without a properly filled-in front page, and is, therefore, liable to be rejected.

3. Each question will be 10 or 5 marks and there will be no question carrying 1 or 2 marks.

4. Time for Part III examinees will be 2 hours. Therefore, Full Marks of each paper will be 50. After the examination the marks obtained will be doubled to get the full value of performance in every paper of 100 marks.

5. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the college concerned in a single pdf file (Page sequence: Front page followed by page nos 1,2,3,4...) within the stipulated time (as mentioned in the exam schedule) for each day's examination. Blind / orthopedically disabled examinees may approach the university through the college with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id (as notified by the college) while submitting the answer scripts electronically. In compliance with UGC mandate in this regard ('half an hour or so for downloading the question paper and uploading answer sheets') examinees will get half an hour for downloading the question paper and half an hour for sending the PDF file of answer script.

Ref. No. ....

Date. **27.09.2020**

From :

Principal / Teacher Incharge
Jamini Roy College
Beliatore, Bankura

6. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. The PDF document need to be named after the Roll Number of the examinee and attached to the mail before sending it to specified mail id. In the Subject field of the mail Subject and Course/ Paper are to be written. If the examinee uses any alternative electronic mode like Google Classroom preferred by the college, the instruction of the college is to be followed in this regard.

7. In case of failure in electronic submission, examinees must submit the same to their respective colleges within stipulated time (half an hour) of each day's examination and collect receipt of submission from the college end. If answerscript are not sent electronically/ physically submitted to college within the given time (half an hour), as per rule the examinee may/ would be marked as 'Absent' in respect of the examination of that particular Paper/ Course.

Principal
Dr. Pradip Kumar Banerjee
Principal
Jamini Roy College
Beliatore, Bankura (W.B.)

THE UNIVERSITY OF BURDWAN

………………………………..…... Examination, 20..............

Subject.. **Course/Paper**.. **Half/Group**...............

Course Title/Paper Name ....

Roll No..**Registration No**...of................

INSTRUCTIONS TO THE CANDIDATES

1. Download this page for use for each Course/Paper and leave the back of this page blank.
2. Use A-4 size paper to write your answers. Such page(s) to be arranged by yourself.
3. In the blank A-4 size paper to be used for writing answer, number pages serially, and mention your Roll No., Subject, Paper/Course at the header section of each page.
4. The answer-script will be treated as incomplete without properly filled-in this front page, and is, therefore, liable to be rejected.
5. Own hand written answer scripts including this page need to be scanned and converted into a single pdf file for electronic submission. Examinee will have to submit this pdf file electronically to the mail id or any other electronic mode like google class room as specified by the college within the stipulated time for each day's examination. In case of failure, examinee must submit the same to their respective college within the stipulated time.
6. Examinee will be treated as '**ABSENT**' in the relevant course/paper if the answer script is not submitted as per instruction in point no. 5 above.

D E C L A R A T I O N

I do hereby declare that:

1. I have appeared in the examination from my own home/place within the allotted time as per the examination schedule.
2. I have not taken help from any external source while answering the questions during the allotted time of examination.
3. The additional time has not been spent by me for the purpose of writting answer(s).
4. I accept the rule that I may be treated as absent in the examination if I fail to send/submit the answer script within the allotted time as instructed above.

Signature of the Candidate