

Notification

Examinees of SEM VI & Part-III are directed to follow the following rules strictly for ensuing Online examination 2020.

1. After the end of date of form filling, in response to University notification students will have to download individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination Besides, no examinee is eligible to take examination in any Subject or Course/ Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid
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 answer script will be treated as incomplete without a properly filled-in front page, and is, therefore, liable to be rejected.
3. 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.
4. 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.
5. 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 answer script 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.
6. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script. If answerscript is sent electronically, screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if necessary, this will be referred to in resolving dispute regarding late submission.
7. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.