



THE UNIVERSITY OF BURDWAN

Rajbati, Burdwan  
West Bengal: 713 104

CONTROLLER OF EXAMINATIONS' DEPARTMENT

**NOTIFICATION**

It is notified for information of all concerned that M.A./M.Sc./M.Com/M.C.S.A./M.Ed./M.P.Ed./M.Lib.I.Sc/M.B.A./M.B.A.(H.R.)/M.B.A.(T)/LL.M. Semester -IV Examination, 2021 (Session: 2019 - 2021) will be held as per the decision taken by the appropriate authority of this University. 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 P.G. Semester-IV Examinations, 2021 of all Post-graduate Courses of studies, taught at this University and its affiliated colleges, in view of COVID-19 pandemic situation:

**MODALITIES REGARDING PRE-EXAMINATION ACTIVITIES:**

- 1. The entire Examination concerned (Theory/Practical/Project/Viva Voce etc) will be held through blended mode.** Students will appear in the examination from their respective home.
2. There will not be any short answer type questions at PG level. 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 the concerned department/PGBS, based on the specific requirement and the nature of the concerned subject. Furthermore, departments may impose restriction(s) on the number of pages to be used for answering the specified questions.
3. In view of COVID situation, students will not be asked to be present at the campus for form filling. Instead, the Form List of each subject will be sent to the official mail of the respective HODs by the office of the Controller of Examinations with a request to send back the same to the official mail id of C.E. after incorporating the information regarding Major/Special Course(s) opted by each student.
4. Instead of issuing the admit cards in hard copy to the examinees by the office of the Controller of Examinations, a list of the candidates to be appeared (prepared by following the receipt of the form list from the Heads of the respective Departments) in the examinations will be sent to the official mail id of the Head of the respective Department. However hard version of admit card will be sent to the concerned HOD along with the final results.

**MODALITIES FOR UNDERTAKING ACTIVITIES DURING THE EXAMINATION:**

**5. Downloading the front page and addition of sheets**

Examinees are to answer the questions in the answer-scripts by downloading the front page of the said answer script from the university website ([www.buruniv.ac.in](http://www.buruniv.ac.in)). The front page will be uploaded by the Department of Controller of Examinations on the university website in due time. Examinees should use A4 sheets for writing the answers. The filled-in front page along

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with the additional sheets are to be scanned as a single file in pdf format and to be sent to the designated Gmail ID. After completion of the examination on each day, examinees be asked to submit scanned copy of 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 also for the affiliated colleges, offering P.G. Courses of studies, the concerned HoDs/TICs/OIC 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**

**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. This will be forwarded by the HoDs to the concerned examiner by email. The receipt of the answer script should preferably be acknowledged through a return mail. **There will be no provision for submitting hard copies of the answer scripts.**

**8. Application for Post-publication Review & Scrutiny cannot be entertained for this examination only as a very special case.**

Summer project, industry visit/educational tour, dissertation, social outreach, Community Outreach Programme and Documentary production etc for Semester-IV examinees be conducted through online/blended/work from home in view of the prevailing Covid-19 pandemic.

No. CE-Sectt./PG(Sem)/83(01)

July 27, 2021

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

- 1) Webmaster - **for placing the notice before the University Website**

Controller of Examinations



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