

SIDHO-KANHO-BIRSHA UNIVERSITY

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THE DEPARTMENT OF CONTROLLER OF EXAMINATIONS

Ref. No: - 7326/SKBU/CE/UG Exam 2020 Guide Line/20

Date: - 16/09/2020

Guidelines regarding the UG Final Semester/Year Examinations, 2020

- Following the verdict of Hon'ble Supreme Court and the UGC guidelines, the University authority has decided to conduct the UG Semester- VI examination and rest part of the Part-III examination (for back candidates) 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 **1st October to 5th October, 2020** as per schedule attached.
- The question papers will be available in the websites of both Colleges and University following the examination schedule at least one 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.

A soft copy of the Front page designed by the University will also be available in the websites. Students are to take print 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, the answer script will be treated as cancelled.**

- Examinees will have to submit answer scripts to their own colleges through online/offline mode after the examination is over.
In case of offline submission the colleges should issue the receipt/acknowledgement to the students.

The last date of receiving the answer scripts is 6th October, 2020 i.e. 24 hours later from the last examination held on 5th October.

- 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 **C-type** courses (**Theory 30 marks + Practical 10 marks**): **Practical (10 marks)** will be evaluated on the basis of laboratory documents (to be submitted by the students along with respective theory answer scripts).

For **S-type** courses (**40 marks Practical/Project/Dissertation**): **20 marks** will be evaluated on a question paper prepared on the concept of **Practical/Project/Dissertation /methodology + 20 marks** will be evaluated on the basis of **laboratory documents**.

For Part- III examination, the Practical papers will be evaluated on the basis of laboratory records, note book 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 are to be forwarded to the COE for approval.

- The marks of the said examinations are to be uploaded to the designated portal provided by the University within 15th October, 2020.
- College authorities are to involve the teachers and non- teaching staff for timely conduction, completion, evaluation and marks submission of the said examinations.
- Due to Covid-19 pandemic situation as the teaching learning process in the campus was withheld, the absence of the students in college since the announcement of closure of the campus (w.e.f. 16.03.2020) will be considered as deemed to be attended. Therefore no students will be debarred from appearing the examinations/ penalised 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 results will be published by 31st October, 2020.**



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