



General Guidelines for BE/ME Odd Semester Examinations 2020-21 (students)

As per UGC/AICTE guidelines regarding BE/ME Examinations, the University authority has taken decision to conduct **Odd Semester Examinations 2020-21** in online combined with Home Assignment /Open Book System in which the questions can be accessed electronically and answers written from examinee's own Home/place. The same examinations will be completed within the March-2021.

All the concerned 1st , 3rd , 5th & 7th semester BE and 1st & 3rd semester ME students (both Regular & BP) are hereby informed the following:

1. Lab Exams will be held during 10.03.2021 to 15.03.2021 by the respective department and the schedule of the same will be intimated by the department.

2. Theory Exams will be held during 17.03.2021 to 25.03.2021 with the following slots and the schedule of the same will be displayed shortly-

- 1st Slot: 8.00 a.m. – 11 a.m.
- 2nd Slot: 12.00 p.m. – 3.00 p.m.
- 3rd Slot: 4.00 p.m. – 7.00 p.m.

3.a) For UG each question paper will be of 70 marks (4x5 + 5x10). Examinees are to answer 4 questions out of 6 carrying 5 marks each and 5 questions out of 7 carrying 10 marks each.

b) For PG each question paper will be of 80 marks (10x5 + 6x5). Examinees are to answer 5 questions out of 7 carrying 10 marks each and 6 questions out of 8 carrying 5 marks each.

4. Soft copy of the front page of the answer script to be used for writing answers will be posted on Institute website, so that examinees may download the same in advance for use. Use of the front page provided by the institute 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.

5. Softcopy of questions will be made available in the institute website at least half an hour before the day's examination.

6. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the institute within stipulated time of each day's examination. All the instructions therein have to be followed and finally a single PDF file has to be generated.

7. The PDF answer script has to be uploaded to a specified e-mail id mentioned in the question paper within half an hour of the completion of the respective exams, failing which the examinee will be treated as . ABSENT.

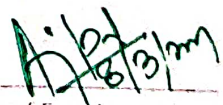
8. The PDF file of answer script should be named as "Your Roll No. (Regular/BP)" and the mail should be titled as "Paper Name & Code" (for example, answer script file: "2018-1008 (Regular)" and mail title: "Electrical Machines PCC-EE-402").

9. 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 answer script 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.

10. 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.

11. No Post Publication Review/Post Publication Scrutiny will be considered for the above noted Examinations and there will be no provision of special supplementary examination. The above provisions shall be applicable only for this current academic session as one-time measure.

Date: 08/03/21
Rajbati, Burdwan


Controller of Examinations
The University of Burdwan