

BERHAMPUR UNIVERSITY
BHANJA BIHAR: BERHAMPUR-760008 (GANJAM) ODISHA

No. 2105 /CE/BU/2020

Date: 16-09-2020

NOTIFICATION


In view of the decision of UGC revised guidelines dated 06.07.2020 to conduct examination of all final semester/year students and the decision of Hon'ble Supreme Court of India vide its judgment dated 28.08.2020, and the subsequent order of HED, Government of Odisha, Letter No.28335/HE, dated 02.09.2020 and Regulation Committee held on 02.09.2020 Berhampur University shall conduct all the final semester/year examination of all PG programs and some UG programs such as BCA, BBA, BES, BCS, B.Sc. Bio-tech., Food Tech., B.Ed., LL.B. and other U.G. courses (BU and affiliated Colleges) on online mode before 10th October 2020 and to declare results by 31st October 2020.

Guidelines for conduct of On-line examination-2020 for Final Semester/Year:

- 1) All the Final Semester/year examinations shall be conducted on online mode during the period from 20th September to 10th October 2020.
- 2) All students need to make sure that their exams. Forms for the respective courses have already been filled-up.
- 3) The duration of the examination shall be of 3 hours (12.00 Hrs. to 15.00 Hrs.) with maximum marks of 80 in each paper or 4 hours with maximum marks of 100 and 2 hours with maximum marks of 40 where ever applicable.
- 4) (i) All the Heads of the Departments/Principals of Colleges are required to create a group E-mail/ WhatsApp group of the eligible students well in advance, i.e. prior to 20th September 2020. A mock test should be conducted by the concerned teachers with the students before the exam.

(ii) The CoE office will provide Admit Cards to HODs/Principals who in turn shall send the scanned copy to the concerned students via E-mail/WhatsApp before commence of the examination.

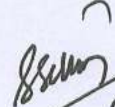
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- 5) (i) Hard copy of Exam. Question papers with sealed cover shall be provided by the Controller of Examinations to the Head of the Departments in case of P.G. Departments of Berhampur University and respective Principals in case of affiliated colleges, a day before the examination. The Head of the Department/Principal should open the question paper packet before 30 minutes of commencement of examination in presence of faculty members and they should relay the question paper to students ten minutes prior to commencement of the examination through E-mail/WhatsApp.
- (ii) The students have to write their Roll Number, Regd. No., Subject paper title, Date of Examination, Name of Semester examination at the top of the First page of the answer Script.
- 6) After completion of the examination, the students must send a scanned copy of the answer script to the E-mail/WhatsApp of the Head of the Department of University/Principal of concerned college within 30 minutes of completion of the examination. Further HODs/Principals shall send the same (scanned copy) to the concerned teacher for evaluation. After completion of all the Examinations, the students must also send the hard copies of all answer scripts by post to the concerned Head/Principal.
- 7) The concerned teacher shall evaluate the answer scripts and enter marks in the online evaluation sheet and then in the marks foil, verify and Head/Principal send the same to the CoE in a sealed cover within 7 days of completion of examinations along with a CD containing all scanned answer copies of the students in a folder and neatly superscripted on cover with name of the course, program of study, teacher concerned and date of examination. Hard copies of the answer scripts must also be sent to CoE when it has been received from students. The evaluation of answer scripts without any error must be completed as soon as possible and sent to the CoE before 20th October 2020.
- 8) The concerned Head of the Department/Principal shall take steps for conduct of the practical examinations as per UGC guidelines through Skype or other meeting Apps in consultation with the CoE or in the form of written online examination. The question paper for practical examination shall be set by the course coordinator in case University and concerned teacher, in college under the supervision of Principal. The time of practical examination can be 2-3 hours duration. The evaluation of practical marks must be completed with 7 days from the completion of the online (practical theory) examination and the practical marks shall be sent to CoE by 20.10.2020.
- 9) The viva-voce component of the final examination in dissertation/project work/seminar etc., shall be conducted online or other meeting apps, and the final marks shall be submitted to the COE before 20.10.2020.

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10) If there is any issue or query students should contact their respective department/faculties through online mode without delay.

Memo No. 2106⁽¹⁵⁵⁾/CE/BU/2020

[Signature]
16-9-2020
Controller of Examinations

Date: 16-09-2020

Copy forwarded to:

- 1) The Chairperson, P.G. Council, Berhampur University for information and necessary action.
- 2) All Heads of P.G. Departments, Berhampur University//Principals of all affiliated colleges under Berhampur University for information and necessary action.
- 3) Secretary to Vice-Chancellor, Berhampur University for kind information of the Vice-Chancellor.
- 4) P.A. to Registrar, Berhampur University for kind information of The Registrar.

[Signature]
16-9-2020
Controller of Examinations