



No.F.16(46)/MBBU/COE/UG_B.A._LLB_Correspondence/2021/5144-46 July 14, 2021

Guidelines for conducting the remaining postponed First, Third, Fifth and Seventh Semester B.A. LLB Honours Examination -2020 (Through Online)

In accordance with the resolution taken in the meeting vide No. F.2(499)-DHE/UDCA/2018(L)/1864(12) dated July 09, 2021 under Serial no. 6, chaired by Hon'ble Education Minister, Tripura held on July 09, 2021 to discuss and take decision on pending Semester Examinations under Tripura University and MBB University and evaluation process of the Examinations during this prevailing COVID-19 situation, it is decided that the remaining examinations in Law College under MBB University would be conducted in online mode and necessary actions in this regard would be taken by the Tripura Government Law College in consultation with MBB University.

In accordance with the above, that following Guideline for conducting the remaining postponed UG B.A. LLB Honours First, Third, Fifth and Seventh Semester Examination - 2020 (Through Online) has been accepted by the authority of MBB University:

- a. The students will appear in the remaining postponed UG B.A. LLB Honours First, Third, Fifth and Seventh Semester Examination - 2020 (Through Online) from home in the perspective of COVID-19 situation.
- b. The Controller of Examinations shall notify the Schedule for Second, Fourth and Sixth Semester Examinations at least ten (10) days prior to the commencement of the Examination and it should be given in the WhatsApp/ e-mail of the Students by the corresponding faculty of the college.
- c. The Colleges will constitute a Committee and assign a help line Phone Number/ Mobile Number to support the students if any student faces any difficulty in receiving the Question Papers through email or submission of answer scripts through email or any other problem related to the online examinations. Therefore, Committee will prepare the Student Contact Details with the Mobile No./ WhatsApp No. / e-mail id etc. of all students appearing the Online Examinations-2020. The assigned help line Phone Number/ Mobile Number must be circulated to the students so that students may contact college for any help.
- d. Question paper for each paper has been prepared as per the question structure of B.A. LLB Honours given in *Annexure - I*. Students are required to answer the questions in their own handwritings.
- e. Questions will be made available to the students Fifteen (15) minutes prior to the commencement of the examinations.
- f. **Students must submit the copy of Admit Card with answer sheets of each paper.**
- g. Questions will be made available to the students Fifteen (15) minutes prior to the commencement of the examinations. Students will be given three (3) hours time to complete their answers. Students must write the answers on plain A4 size papers.

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Each page of the answer sheet must be numbered in sequence (e.g 1, 2, 3).

The answer sheets must be scanned in legible way, converted to PDF format (single file). Before sending the answer script through email students must check the sequence of the pages. After the end of three (3) hours, students are to send their answer sheets within Thirty (30) minutes to the email address of the college authority from where the question was sent to the candidates. **Students also send the Admit Card with answer sheets to the email address of the college authority from where the question was sent to the candidates.** Candidates must keep sufficient number of A4 size paper before commencement of the examination. It is also suggested to write in single side of the A4 paper for better scanning of the answer scripts. After completion of the Examination candidate should convert the Answer Script into PDF and save the file name with their Roll Number followed by name of subject, **For example student's Roll Number is 1703LH040001 and Subject is Law of Crimes-I. Then PDF file name should be: 1703LH040001- Law of Crimes-I.** The answer sheets to be scanned and converted into PDF format carefully by the candidates and it is their own responsibility. If the Answer Script is not scanned/ converted into PDF properly or not legible, then such Answer Script will not be evaluated, and zero marks will be awarded.

- h. If any candidate does not receive the question paper or faces any problem, the student must contact the College immediately over phone and accordingly the committee constituted will resolve the problem or inform the Controller Section for any further help.
- i. In the First page of the Answer Sheet the following information should be given by the candidates and be prepared before the commencement of the examination. Candidate should write total number of pages in the answer scripts before scanning the same in the first page. Students are advised not to write answers in the first page and only to give following information for identification of paper. Candidate should start writing the answer from the second page only in their own handwritings. **Students will have to put the full signature with Roll No. in every page of the answer script before scanning.**

Name of the Course (as given in Admit card):.....
Name of the Subject as given in Admit card):
Subject Code (as given in Admit card):
Name of the Candidate:
Name of the College:
University Examination Roll Number (as given in Admit card):.....
Registration Number as given in Admit card):.....
Total Number of pages:
Date of Examination:
Page:.....

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- j. In case, there is poor internet connectivity/failure of electricity or any other hindrances while appearing in the examination or sending their answer scripts, concerned students are to inform immediately to the corresponding faculty of the Department. Accordingly, Principal with consultation with the Controller Section, MBB University will arrange the separate date of the examination.
- k. TGL College will evaluate the answer scripts after completion of the Examination. The Evaluation of the answer script must be completed within 10 days after the completion of the Examination. After evaluation, it is the responsibility of the college authority to complete the marks entry in the online portal of MBB University and to preserve all answer scripts in the college itself. The Controller Section will collect the whole or selected papers in future for Review purpose or any other reason as decided by the Controller Section. College authority cannot dispose/ delete answer scripts without written permission from the University. After completing evaluation, respective College will submit all mark slips to the Controller Section, MBB University in Hard copy duly signed by the respective faculty member and forwarded by the Principal of the TGL College.

Recd 14.7.21
J.P. Debbarma

Controller of Examinations

Copy to

1. PA to the Hon'ble Vice Chancellor, Agartala.
2. The Registrar, MBB University, Agartala.
3. The Principal, Tripura Govt. Law College, Agartala
4. The Assistant Controller of Examinations, MBB University, Agartala.
5. Office Guard file

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