



No.F.16(3)/MBBU/COE/PG/ Correspondence/2017/ 5573-78 September 02, 2021

**Guidelines for conducting the Second and Fourth Semester including Second Semester Back Papers Examinations 2021 of M.A / M.Sc. & BLISC / MLISC / Diploma in GST Second Semester Examinations 2021 (Through Online)**

A meeting was held on July 16, 2021 in the Chamber of the Hon'ble Vice-Chancellor, MBB University, Agartala with the Controller of Examinations, MBB University and faculties of the PG Departments to discuss the Second and Fourth Semester including Second Semester Back Papers Examinations 2021 of M.A / M.Sc. & BLISC / MLISC / Diploma in GST Second Semester Examinations 2021 and some related academic issues. The meeting was presided over by Hon'ble Vice Chancellor Prof. Satyadeo Poddar.

In accordance with that following Guideline for conducting the Second and Fourth Semester including Second Semester Back Papers Examinations 2021 of M.A / M.Sc. & BLISC / MLISC / Diploma in GST Second Semester Examinations 2021 (Through Online) has been accepted by the authority of MBB University:

- a. The students will appear in the Second and Fourth Semester including Second Semester Back Papers Examinations 2021 of M.A / M.Sc. & BLISC / MLISC / Diploma in GST Second Semester Examinations 2021 (Through Online) from home in the perspective of COVID-19 situation.
- b. The Controller of Examinations shall notify the Schedule for Second and Fourth Semester including Second Semester Back Papers Examinations 2021 of M.A / M.Sc. & BLISC / MLISC / Diploma in GST Second Semester Examinations 2021 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 respective department.
- c. The Departments be requested to 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 PG Examinations-2021. The assigned help line Phone Number/ Mobile Number must be circulated to the students so that students may contact department for any help.
- d. Question paper for each paper has been prepared as per the question structure of M.A / M.Sc. & BLISC / MLISC / Diploma in GST. Students are required to answer the questions in their own handwritings.

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- e. Questions will be made available to the students Thirty (30) 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. 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 respective department from where the question was sent to the candidates. Students also send the Admit Card with answer sheets to the email address of the department 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 2004MEN0010001 and Subject is Poetry-II. Then PDF file name should be: 2004MEN0010001- Poetry-II. 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.
- f. If any candidate does not receive the question paper or faces any problem, the student must contact the respective department immediately over phone and accordingly the department will resolve the problem or inform the Controller Section for any further help.
- g. 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: .....



- h. 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, HOD/ In-Charge with consultation with the Controller Section, MBB University will arrange the separate date of the examination.
- i. The faculties of PG Departments 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 Department 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. Each department cannot dispose/ delete answer scripts without written permission from the University. After completing evaluation, respective department 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 HOD/In-Charge of the respective department.

*[Handwritten signature]*  
27/9/2021

(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 HOD, In-Charge of the Department of .....
4. The Coordinator, Diploma in GST, MBB University
5. The Assistant Controller of Examinations, MBB University, Agartala.
6. Office Guard file

*[Handwritten signature]*  
27/9/2021

Controller of Examinations

*[Handwritten mark]*