



GUIDELINES FOR CONDUCT OF THE END – SEMESTER EXAMINATIONS

(Academic Session: Feb – June, 2020)

In view of the prevailing conditions related to the **COVID-19 Pandemic** the **End-Semester Examinations** (Academic Session: Feb – June, 2020) shall be **conducted and completed** as per the following **guidelines**:

1. For the **Current Semester (Theory) Examinations** of **Master and Bachelor Degree Programme** of the University, the following break-up of In-Semester Marks and End-Semester Marks shall be applicable:

In-Semester Exam. Marks	End-Semester Exam. Marks	Total Marks
60	40	100

The break-up of In-Semester Marks and End-Semester Marks of the courses of **BPA Programme** whose Full marks for the **Theory part** as per the syllabus is **30 marks** remains **unchanged**.

For the **Current Semester Course Work Examination** of **Ph. D. and M. Phil. Programme** the break-up of In-Semester Marks and End-Semester Marks remains **unchanged**.

2. For the courses of whose the **In-Semester Examination marks** are modified to **60**. The following break-up of marks should be followed for marking 60 marks of the In-Semester Examination:

Sessional Examination	Objective Tests, Assignments, Paper Presentation, Viva-voce, Attendance etc., as suitable to the course	Total Marks of In-Semester Examination
40 Marks*	20 Marks	60 Marks

***The marks obtained in the Sessional Examination are to be averaged to 40.**

3. The End-Semester Examinations (Theory Part) shall be conducted through **online mode (Google Classroom Environment)**.
4. Duration and pattern of questions for **End-Semester Examination (Theory)** of **Master Degree, Bachelor Degree and Research Programme** of the University shall be as follows:

Programme	Total Marks of Exam.	Marks		Duration		Time for Uploading the Answer Scripts of Descriptive Type Questions (in minutes)
		MCQ	Descriptive Type of Questions	MCQ (in minutes)	Descriptive Type of Questions (in minutes)	
Bachelor Degree**	30 Marks	9 Marks <i>(9 questions of 1 mark each)</i>	21 Marks	10	60	15
Bachelor Degree	40 Marks	12 Marks <i>(12 questions of 1 mark each)</i>	28 Marks	15	80	15
Master Degree	40 Marks	12 Marks <i>(12 questions of 1 mark each)</i>	28 Marks	15	80	15

Programme	Total Marks of Exam.	Marks		Duration		Time for Uploading the Answer Scripts of Descriptive Type Questions (in minutes)
		MCQ	Descriptive Type of Questions	MCQ (in minutes)	Descriptive Type of Questions (in minutes)	
Ph. D. and M. Phil.	70 Marks	21 Marks (21 questions of 1 mark each)	49 Marks	25	140	15

****For Courses of the BPA Programme whose Full Marks for the Theory part as per the syllabus is 30 Marks.**

5. For each course there will be **three (03) different sets of question paper for the Descriptive Type of Questions**, all consisting of different questions.
6. Question paper shall be provided to the students **10 Minutes** prior to the start of the Examination, so that the students can download the question paper.
7. Each question paper shall be protected by a **password**; the password of the question paper shall be made available to the students **5 Minutes** prior to the start of the Examinations with the help of some social media platform preferably **WhatsApp Messenger**.
8. Each student must have a **Google account** (Gmail), if they don't have one yet they are advised to create one. The Google account must contain the **official name of the student**.
9. The students will be writing the answer scripts in his / her own handwriting preferably in **A4 size paper**. **Each page of the answer script must be of same size**. Each answer script shall have a **cover page**. The cover page must contain the following particulars: **Examination, Department, Roll No., Course Code & Title, Date of Examination, Total Number of pages in the answer script** (excluding the cover page) and **Signature of the Student**. Each page of the answer script must have **Roll No., Course Code, Date of Examination, Signature of the student and Page No.** written in the top margin of the each page of the answer script. **Any page without the above details shall not be evaluated.** (A sample cover page and a page of the answer script can be found below for reference.)
10. The students shall scan all the pages serially including the cover page and combine all into a single **PDF file** and upload the same within the stipulated time in the Google Classroom. **The students must take care so that the scanned pages are distinct and readable.** The PDF file name should include the **Roll No.** (without '/') and **Date of Examination** (within bracket). [For Example, if **Roll No. of a student is ECO-01/18** and **Date of Examination of a course is 2nd September 2020**, then the pdf file name should be **ECO-0118(02-09-2020)**.]
11. The students should, in advance, ensure availability & reliability of network service in the location from where they are appearing the Online Examination, function-ability of their personal electronic equipment and devices such as laptop, mobile phone and availability of application software needed for the Examination.
12. However, in case a student is unable to appear in the Examination conducted by the University on the schedule date for a **Genuine Reason(s)**, he / she shall be given an opportunity to appear in **special examinations** for such course(s), which shall be conducted by the university as and when feasible, so that the student is not put to any inconvenience / disadvantage. The student must inform (through email) about his / her inability to appear with the reason to the Head / Head (i/c) of the Department concerned prior to the start of the Examination. **The above provision shall be applicable only for the current academic session Feb-June, 2020 as a one-time measure.**
13. Guidelines for conduct and completion of **Practical / Dissertation / Field Study / Project / Seminar** etc. Examinations shall be notified by Department concerned with due approval from the competent authority. **The Practical / Dissertation / Field Study / Project /**

Seminar etc. Examinations must be completed prior to the start of the Theory Examinations.

14. Mock Examination / Test should be conducted by the Departments so that the students get familiar with the proposed system and the End-Semester Examination can be conducted smoothly.

Issued with due approval.

Sd/-
Assistant Controller of Examinations
MSSV, Nagaon

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV, Nagaon for favour of information.
2. The Registrar, MSSV, Nagaon for favour of information.
3. The Campus In-Charge, MSSV (Guwahati Campus), Nagaon for favour of information and necessary action.
4. The Head / Head i/c, All Teaching Departments, MSSV, Nagaon for information and necessary circulation among the students of the Department and other necessary action.
5. The Assistant Registrar (Admin – I / Admin – II / Academic), MSSV, Nagaon for favour of information and necessary action.
6. Dr. Santanu Kalita, Head (i/c), Department of Computer Application, MSSV, Nagaon with a request to upload in the University website.
7. Office file.

Manash K. Pathak
Assistant Controller of Examinations
MSSV, Nagaon

SAMPLE COVER PAGE

Examination	2 nd Semester MA Examination
Department	Philosophy
Roll No.	PHIL-01/19
Course Code	MA-PHIL-02-201
Course Title	Indian Epistemology
Date of Examination	01-09-2020
Total No. of Pages	5 Nos.
Signature of the Student	Signature

Roll No.	Course Code	Date of Examination	Signature	Page No.
PHIL-01/19	MA-PHIL-02-201	01-09-2020	Signature	1

SAMPLE PAGE OF ANSWER SCRIPT