



THE UNIVERSITY OF BURDWAN
DEPARTMENT OF CONTROLLER OF EXAMINATIONS

**PROGRAMME FOR BBA, BBA (TOURISM & HOSPITALITY) & BCA SEMESTER-V (HONS.)
EXAMINATIONS, 2021**

TIME	10 A.M.-1 P.M.		
	SEMESTER-V		
Examinations Date	BBA Paper	BBA (T & H) Paper	BCA Paper
31.01.2022	5.1	501	501
01.02.2022	5.2	502	502
02.02.2022	5.3	503	503
03.02.2022	...	504	504
04.02.2022	505

PRACTICAL EXAMINATIONS OF ALL COURSES ARE TO BE COMPLETED within 30.01.2022


Sd/- Dr. A. J. Pal
Controller of Examinations

No. C/Prog./BBA,BCA,Etc.Sem.- V(H) '21 /255/Con.

Dated Burdwan, the 25th January, 2022

❖ Copy forwarded for information & necessary action to:-

- 1) Principal/Teacher-in-charge of all Colleges / Institutions affiliated to this University for BBA, BBA (T & H) & BCA, courses of studies.
- 2) Offices of the Hon'ble VC, Pro-VC & Registrar, BU.
- 3) All Officers of BU.
- 4) All Sections of the CE's Deptt., B.U.
- 5) System Manager, BU with a request to upload this notification at our University website.


Controller of Examinations



General Guidelines for different UG Professional Courses Exam-2021

In pursuance of UGC guidelines issued on 13-12-2021 regarding UG examinations and in the light of G.O. No. 753 dt. 02/01/2022, issued by the Chief Secretary, Govt. of West Bengal and in view of the Memos issued by the Dept. of Higher Education, No. 1060 dt. 19/12/2021 and No. 01 dt. 03/01/2022, the University authority has decided that intermediate Semester Examinations 2021 be conducted through online/blended mode in which the questions can be accessed electronically and answers be written from examinee's own home/place.

1. Marks for attendance component in internal assessment will be computed as usual based on the percentage of classes attended by the examinees in each course.
2. Examinations of the practical component including field work, project, dissertation, term paper etc. be conducted in online mode (within March, 2021) after completion of the theoretical Examinations.
3. As answerscripts are to be sent by e-mail, every student should preferably have own email id & Mobile No.
4. Internal assessments of the different Examinations of the above mentioned professional courses be positively completed by the colleges within March 2021. Marks of internal assessments and practical papers be submitted as per the notification issued by the Controller of Examinations in due course.
5. Arrangement for wide publicity of the dates of IA, form-filling, Practical Exams and Semester-end exams and all other exam-related matters be made to inform the students.
6. Principals of all affiliated colleges be requested to involve the teachers and nonteaching staff for timely conduction and completion of the above stated examinations.
7. Soft copy of the front page of the answer script to be used for writing answers, be posted on University website and the same be posted on the website of all affiliated colleges so that examinees may download it well in advance for use. Use of the front page, provided by the university, 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 answerscript be treated as incomplete without a properly filled-in front page, and is therefore liable to be rejected.
8. Softcopy of questions be made available by the college concerned through website at least half an hour before the day's examination.
9. Examinees be asked to submit their own hand-written answer scripts electronically to the mail id specified by the colleges within the stipulated time for each day's examination. Blind / orthopaedically disabled examinees may approach the university through the college with details of their scribe for approval.
10. In case of failure, examinees be allowed to submit the hard copy of the same to their respective colleges within stipulated time of each day's examination and collect the receipt of submission from the college end.
11. All the submitted answer scripts be evaluated by the teachers of the same college. The soft copy be forwarded to the teacher's email id while the hard copy, if any, be collected from the Principal of the college by the teacher(s) concerned.



12. **Distribution of Marks (Course wise) be as follows:**

- **Question paper of full marks 40 (8 × 5 marks)**
 - i. Examinees be asked to answer 8 questions out of 10 carrying 5 marks each.
 - ii. Duration of Examination : 2 hrs.
- **Question paper of full marks 60 (6 × 5 marks + 3 × 10 marks)**
 - i. Examinees be asked to answer 6 questions out of 8 carrying 5 marks each and 3 questions out of 5 carrying 10 marks each.
 - ii. Duration of Examination : 3 hrs.
- **Question paper of full marks 70 (4 × 5 marks + 5 × 10 marks)**
 - i. Examinees be asked to answer 4 questions out of 6 carrying 5 marks each and 5 questions out of 7 carrying 10 marks each
 - ii. Duration of Examination : 3 hrs.
- **Question paper of full marks 80 (10 × 5 marks + 6 × 5 marks)**
 - i. Examinees be asked to answer 5 questions out of 7 carrying 10 marks each and 6 questions out of 8 carrying 5 marks each.
 - ii. Duration of Examination : 3 hrs.
- **Question paper of full marks 100 (6 × 10 marks + 8 × 5 marks)**
 - i. Examinees be asked to answer 6 questions out of 8 carrying 10 marks each and 8 questions out of 10 carrying 5 marks each.
 - ii. Duration of Examination : 3 hrs.

13. The Principals be requested to update all the faculty details as shared in the google drive; and on the basis of that information, subject-wise examiners' appointment letters be issued.
14. After evaluation of the answerscripts, marks of all Courses/Papers be submitted as per the information issued by the Controller of Examination in due course.
15. Students be asked to give an undertaking regarding maintenance of sanctity of the examination and abidance by the rules by signing the Front Page of the answer script. If the answerscript is sent electronically, screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if happend, this will be referred to the appropriate authority in order to resolve the dispute of late submission.
16. Day wise, subject wise and course wise attendance (Theoretical) to be submitted via link [Students Attendance Submission Google Form Link : <https://bit.ly/3eQfMKz>] within 48 hours of the said examination. Sample attendance template may be downloaded by following this link [Sample Students Attendance Template Download Link : <https://bit.ly/3ERwLqt>]. Any other type of communication (separate mail/hard copy etc) should not be entertained in this regard.
17. Candidates are directed to fill in their respective examination form(s) after checking and fulfilling their own eligibility criteria to appear at the semester examination concerned. Mere filling in the examination form does not confirm the chance to appear at the respective Semester, if the candidate fails to comply/satisfy his/her eligibility criteria as prescribed in the existing UG Examination Regulation. The University will not be liable to such cases.

A. B. D.