ভট্টদেৱ বিশ্ববিদ্যালয়, বজালী

BHATTADEV UNIVERSITY

A State University established by upgrading Bajali College

BAJALI, PATHSALA-781325, ASSAM

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Memo No. Bhatt.U/Coe/P.G 1st & 3rd End Sem. Exam/SOP/2021/402 *Date: - 07-06-2021*

NOTIFICATION

STANDARD OPERATING PROCEDURE FOR UPCOMING PG EXAMINATIONS (S0P)

On the basis of deliberations at appropriate levels, the following SOP is issued to be followed for all ensuing examinations being conducted by Bhattadev University. All students are hereby informed to go through it carefully and follow accordingly.

1. All answers must be handwritten by the examinee in A4 size paper. A model Answer Sheet is uploaded in the website www.bhattadevuniversity.ac.in .This model Answer Sheet may also be downloaded, printed and then used for writing answers.
2. All pages must contain page numbers.
3. Number of pages may be less or more than 10 pages. But, under no circumstances the uploaded document be more than 5.0 MB size.
4. A candidate has to scan and convert the Answer Sheets in to PDF and to reduce it to less than 5.00 MB. This is very crucial for successful uploading. As such, the examinees should practice and learn properly as to how to limit it to less than the specified size. Ideally, if scanned properly, a 10 page document will be around only 2 MB size only.
5. The Question Papers will be available in the University website for downloading 30 minutes prior to the commencement of the examination.
6. The student will be able to upload the PDF copy of the answer script after 30 minutes from the time of commencement of the examination and the upload facility will be available until one hour (60 minutes) after the closing of the examination.
7. Once a student uploads a document, he/she can't do it again. So make sure that-

a) The Answer Sheets are properly scanned, converted to a single PDF maintaining serializationof the pages.

b) Recheck the size of the document before going for uploading and make sure it does notexceed 5 MB size.

c) **So, students are strongly advised to practice this procedure (scanning and conversion to PDF) using any document available at hand**.

8. In order to appear in the examination, the students will be required to log in to the Bhattadev University website www.bhattadevuniversity.ac.in. To log in, the students need to give correct User ID (Examination Roll Number) and Password.
9. Since it is an Open Book Examination conducted in the online mode, they will be able to take the help of the textbooks, notes etc.
10. The total marks for each paper will be 80 percent and 60 percent of the total marks of a course/paper for PG 3rd and PG 1st semester students respectively. The duration of the examination will be mentioned in the respective question papers.
11. There will be no offline submission of any Answer Sheet anywhere.
12. Further, students are informed to ensure their connectivity and use of proper gadgets.
13. All practical examinations will be notified later on.
14. Student will get the option to Practice Examination Session to rehearse the entire procedure two days before the actual starting date of examination.

This is issued with the approval of the Honourable Vice-Chancellor dated 07-06-2021.

(Monoj Kumar Das)
Controller of Examinations, i/c
Bhattadev University