

UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A

Dr. Debasis Dutta
Controller of Examinations



0353-2776365
0353-2699283
P.O.: North Bengal University,
Raja Rammohunpur,
Dist.: Darjeeling,
West Bengal, India,
Pin: 734 013.

Ref. No.: 1959/A/CE-2020

Date: 15.10.2020

Notice for conducting U. G. Part-I / II (Honours / General) Examinations, 2020

The U. G. Annual Part-I / II Examinations, 2020 shall be held during **23rd November to 8th December, 2020** as per schedule published by the Office of the undersigned.

The U. G. Annual Part-I / II Examinations, 2020 shall be conducted in Online and Offline Examinations mode sitting at home (the mode may change subject to any further directives from the state government).

Dates	Particulars
20 th October, 2020	The examination schedule of U. G. Part-I / II will be uploaded in nbuexams.net / nbu.ac.in and also to be e-mailed to all the colleges.
2 nd November, 2020	Students strength along with subject combination of U. G. Part-I / II students will be sent to the College Members area.
From 3 rd November, 2020	Candidates of U. G. Part-I / II shall download their Admit Cards from nbuexams.net
By 5 th November, 2020	Blank answerscripts and looseshets shall reach respective colleges.
7 th to 14 th November, 2020	Colleges will distribute blank written scripts and Loosesheets amongst students of U. G. Part-I / II Examinations, 2020 according to the ROSTER prepared by the Colleges. The College will provide blank written scripts and Loosesheets for all the papers a candidate is appearing. Instead of the students their guardian or any authorized person will have to come to the College concerned alongwith the copy of the candidate's Admit Card, original Registration Card and Photo Identity. A candidate of U. G. Part-I / II Examinations, 2020 may also download the first page of the blank answer scripts from nbuexams.net and may use A4 size paper for writing the answers. And the last option for a student of U. G. Part-I / II Examinations, 2020 leaving far away from his / her College may collect the blank written scripts and Loosesheets from the nearest College on production of the aforesaid documents by their guardian or any authorized person.
16 th November, 2020	The markslips of U. G. Part-I / II Examinations, 2020 shall be uploaded online. The Colleges shall download those markslips and provide the teachers concerned of their Colleges evaluating the answerscripts.
From 23 rd November to 8 th December, 2020	The question papers will be uploaded on daily basis before the commencement of each examination in nbuexams.net as per examination schedule and the students may download the question papers inserting their registration numbers. A set of questions shall be sent by e-mail to the colleges. A set of Questions shall also be sent to the College Members area on daily basis before the commencement of each examination.
23 rd November to 8 th December, 2020	The candidates of U. G. Part-I / II Examinations, 2020 shall write their examination in the blank answerscripts provided for all the papers. Answer scripts will have to be submitted by the guardian or any authorized person in the College after the completion of each examination maintaining COVID-19 protocols on production of photocopy of Revised Admit Card and original Registration Card of the candidate. After submission of the candidates' written scripts by any authorized person, they shall be provided with a receipt copy or acknowledgement of the receipt by the College. If a candidate is unable to submit the hardcopy of the written scripts in the College concerned after completion of examinations may upload the same in pdf format in the College website or attach in the e-mail ids provided by the colleges after completion of writing the paper.
From 24 th November, 2020 onwards	Written answerscripts are to be handed over to the College teachers subject wise by the College authority for evaluation and thereafter for pre-publication scrutiny.

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Dates	Particulars
14 th December, 2020	Last date of submission of evaluated written scripts of U. G. Part-I / II Examinations, 2020 by the teachers to the college authority.
16 th to 17 th December, 2020	Evaluated written scripts will be collected from the Colleges and brought to the University. Scripts are to be packed as per the instructions provided by the Examination Branch.
19 th December, 2020	Head Examinership shall begin.
7 th January, 2021	U. G. Part-I / II Examinations, 2020 results shall be published.

A candidate will be allotted half an hour to download the question papers and upload / submit the written answer scripts through their authorized person.

Practical marks of paper concerned shall be taken care by the University based on his / her previous performance in the theoretical papers.

If a candidate is unwilling to appear for the prescribed modes of examinations 2020, they may intimate the Principal of the College concerned (within **20th November, 2020**) who in turn will inform the Controller of Examinations, University of North Bengal via e-mail: assistantcont1@nbu.ac.in The candidate may appear in special examination as and when normalcy is restored and as decided by the University.

The Principal / Teacher-in-charge may request any teacher, non-teaching staff or any other personnel associated with the College to attend College as per his / her requirement(s) from **18th November, 2020** in the interest of publishing of the results on the date mentioned above but it is mandatory for the teachers, non-teaching staff or any other personnel associated with the College to attend College from 23rd November, 2020 in the interest of the students appearing for the University examinations.

The hardcopies of the question papers for all subjects will not be sent to the College.


The Principal of the Colleges shall e-mail in assistantcont1@nbu.ac.in the composite list as per the format provided, after the publication of the U. G. Part-I / II results, of names of the examiners and pre-publication scrutinizers, name of the subject, paper number and number of scripts allotted to them for evaluation and scrutiny. The remuneration shall be credited in their account in due time.

The students opting for online mode shall download the first page of the answer script of the University examinations from nbuexams.net and upload the written answer scripts writing in A4 size papers along with downloaded first page of the answer script filled with Roll Nos., Registration Nos., Subject, Papers etc. to the websites or attach those in the college e-mail ids.

Students opting for offline mode shall collect the blank answer scripts from their respective colleges or any nearest colleges from **7th November, 2020 to 14th November, 2020** through parents / guardians or any authorized person on production of Admit Card and original University Registration Certificate and submit the written answer scripts through parents / guardians or any authorized person after completion of the examinations.

The students opting for offline mode may also download the first page of the answer script of the University Examinations from the website nbuexams.net and submit answer scripts writing in A4 size papers offline to the Colleges through parents / guardians or any authorized person attaching the downloaded first page of the answer script filled with Roll Nos., Registration Nos., Subject, Papers etc.

The students, if required, may have to write two subject papers on one examination day.


Controller of Examinations

- Copy to:
- The Hon'ble Vice-Chancellor, University of North Bengal.
 - The Registrar, University of North Bengal.
 - The Principals of all Colleges affiliated to the University of North Bengal.
 - The Secretary, Under Graduate Council, University of North Bengal.
 - The Deputy Controller of Examinations, Raiganj University.