Method for End Term examination for PG and Ph.D (*Question answer based evaluation through online mode*)

1. The End term examinations will be conducted centrally by the Examination Section with the assistance of one examination co-ordinator(s) nominated by the Head from each department.

2. Course instructors have to send the soft copy of the question papers for End term to the mail id deputyregistrar.ubkv@gmail.com confidentially 3 days in advance of the scheduled date of examination.

3. The time and date of examinations will be notified well in advance by the Examination section.

4. Question paper shall be uploaded on whatsapp group of post graduate studies and or be sent to the registered mail ids of the students 5 minutes before commencement of the examination.

5. Students have to ensure good network during the examination period failing which usual method of evaluation may be followed after restoration of normalcy. *The university shall not be responsible for any kind of delay in degree programme/ scholarship of that particular student*.

6. Short test and practical evaluation and End Term examination of Ph.D. major courses may be taken by the concerned department following usual/contingent COVID method of evaluation.

7. Students have to write the answers on A4 sized papers in sequence of the questions given. E-mail attachment is to be sent to the mail id notified by the Examination section.

8. For End term Examination, question paper shall be communicated to the students through whatsapp and/or mail 10 minutes before commencement of the examination. Students will get 3hrs for completing the examination and additional 15 minutes to be given to the students for preparation of PDF files and to e-mail as proposed earlier.
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9. The courses with *only practical credit hrs.*, the examination will be conducted by any one of the below mentioned strategies:
    a) Written examination
    b) Written + Practical
    c) Practical (Designing through software etc. applicable for F/Tech. only)

    The respective course instructor in consultation with the concerned Head of the Department shall decide the examination strategy and inform to the Deputy Registrar (Exam.) through proper channel well-in-advance of the scheduled date of evaluation.

10. No email will be entertained after this allotted time and shall be treated as absent/ 5-10% marks may be deducted depending on the extent of late submission. Otherwise, the student has to appear for examination after the normalcy is restored as mentioned in sl. no.5.

11. Detail instructions for the student (**given in the last page**) to appear for the examination in this procedure will be notified to the students well before the commencement of the examination.

12. Soft copy of the e-mailed answer paper will be forwarded to the Department at earliest for evaluation by the examiners.
13. Pijush Kanti Maji (9093846580), Subhadeep Mandal (7908135879) and Abhishek Sen (7005659338) are assigned to create the whatsapp group including all M.Sc. and Ph.D students of both Agriculture and Horticulture faculty. The name of the group to be named as **UBKV PG EXAM.**

Instructions for the students

1. Check whether your registered email ID is working, if not, send an e-mail at earliest to the Deputy Registrar for updating your email ID.

2. You are allowed to use laptop/desktop (PC)/smart phones/cyber cafe and make sure your device is connected with high-speed data network at your own responsibility and risk.

3. You have to follow the date and time schedule of the examination strictly.

4. You have to keep blank A-4 size pages for answering the questions during examination.

5. Mention your Registration Number, Name, Course Title and Number and Date of Examination at the Top of Front Page.

6. Answer the questions with neat and clean hand writing in the blank A-4 pages.

7. You have to put serial numbers on the both sides of the answered A-4 sheet.

8. After end of the examination in the stipulated time span you have to stop writing and prepare yourself to make a single PDF using Doc Scanner or related apps maintaining the serial number of pages and send this PDF file as email attachment to a mail ID notified by the Exam Section, UBKV.

9. Your written End term examination should be completed within 3hours and additional 15 min. will be given for preparation of PDF files and e-mail. No email will be entertained after this allotted time and the exam of the candidate shall be treated as absent / 5-10% of evaluating marks may be deducted depending on the extent of late submission.

10. The file name of the PDF should be named as with your Registration Number along with course no. For eg. **A-2019-020-M AGR501**.

11. In the subject line of email you should have to clearly mention your name and registration number along with course number. For example, a student named Sujoy Sarkar having registration number A-2018-02 and sending email of the examination AGR-301, then the subject line of the email should be as **SujoySarkar.A-2019-020-M.AGR-501.**