

Instructions for the students

1. Check 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 (first term only), 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 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 clear PDF file as email attachment to a previously informed email ID from the Exam Section, UBKV.
9. Your written examination should be completed within (a) for mid term with 30 marks, 45 min. and additional 10 min. will be given for preparation of PDF files and e-mail (b) for mid term with 40 marks, 1hr and additional 10 min. will be given for preparation of PDF files and e-mail (c) for End term, 2^{1/2} hrs depending upon the credit hours of the course 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.
11. In the subject line of email should you have to clearly mention your name and registration number along with course number. For example, a student named Sujoy Sarkar having registration number AE-2018-02-B and sending email of the examination SWC-301, then the subject line of the email should be as **AE-2018-02-B.SUJAY ROY.SWC-301.**
12. You may be proctored during the online evaluation. Along with the question paper a separate message containing a google meet link may be communicated through whatsapp group and the individual student has to log in the google meet from very onset of the evaluation with video off mode. The proctor (faculty of the University) when ask randomly to switch video on mode, the concerned student has to comply the order within 30 seconds.