

# Harichand Guruchand University

## Office of the Controller of Examinations

### Modalities for Blended Mode Examinations, 2021

The modalities of P.G. 1<sup>st</sup> Semester Examinations, 2021 to be held through On-line / Off-line / Blended Mode are as follows :

Harichand Guruchand University will conduct P.G. 1<sup>st</sup> Semester Examinations, 2021 from February 18 to 28<sup>th</sup>, 2022. The examinations will be conducted under the provisions of the university.

#### A. GENERAL GUIDELINES FOR P.G. 1<sup>st</sup> SEMESTER EXAMINATIONS, 2021

**ESSENTIAL NOTE :** STUDENTS NOT SATISFIED WITH THE MODE OF EXAMINATIONS OR RESULTS THEREUPON MAY SIT FOR OFF-LINE EXAMINATIONS TO BE CONDUCTED BY THE UNIVERSITY AT THE SAME TIME INTERVAL (WITH THE ONLINE EXAMINATIONS) IN THE UNIVERSITY PREMISES.

1. Students/Examinees having valid Registration Numbers, Roll Numbers, and possessing proper Admit Cards may write the examinations, sitting at home, in accordance with the programmes given on the University websites.

**2. Question papers may be downloaded, 30 minutes before the commencement of the examinations, from the university website (Exam Menu) and/or Students' Whatsapp Group on the day of examination.**

3. The interested examinees who want to sit for off-line examinations may come to the university on the specified dates of examinations one hour before commencement of examination. The University will arrange for offline examinations for them. One day prior intimation has to be sent to the university email ([controllerhgu@gmail.com](mailto:controllerhgu@gmail.com)).

4. The examination will be held on the basis of the specified syllabus of the respective semesters prescribed by the University P.G. Departments.

**5. In the examinations, all students are asked to submit the scanned answer scripts (in A4 size paper format of the university) within one hour from the completion of the examination as per schedule, through email to the university email ids (For i) Bengali Students : [hguniv.beng@gmail.com](mailto:hguniv.beng@gmail.com) ; ii) Education Students : [hguniv.edu@gmail.com](mailto:hguniv.edu@gmail.com) ; iii) History Students : [hguniv.hist@gmail.com](mailto:hguniv.hist@gmail.com) ; and iv) JMC Students ; [hguniv.jmc@gmail.com](mailto:hguniv.jmc@gmail.com)). The Specimen copy of the Answer Scripts will be provided in the university website (Exam Menu) and/or Students' Whatsapp Group in advance. Make the copies of the said Answer Scripts as per your requirements. No extra format will be allowed.**

6. Online surveillances will be done from the part of the university.

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Controller of Examinations

7. Any examinee having difficulty in uploading answer-scripts may send the written answer-scripts duly sealed in an envelope to the office of the Controller of Examinations of the University through authorized representative or he/she may submit the answer script on the following day (i.e. the day after the question paper for the specific examination was put up on the website of the University), within 24 hours from the completion of the said examination.

8. Examinees must write their respective Registration Numbers, Roll Numbers, Paper Code, Paper Name, and Subject on the front page (Page – 1) and others as advised in other pages of Answer Scripts. They are strongly advised to put page numbers in all other pages except Page No. 1.

9. Students are also strongly advised to write answers in their own words and own handwriting.

10. The submission of the answer scripts after the schedule time and date shall not be entertained.

## **B. Evaluation of Answer Sheet and publication of Result**

1. The answer scripts shall be evaluated by the teachers of the respective department under the coordinatorship of the HoDs. of the respective P.G. departments, teachers involved with respective course(s) may be assigned to evaluate the answer scripts, as decided by the respective departmental committee/PGBOS. In all cases, decision by the Chairman, PGBoS / HoDs of the respective P.G. department shall be deemed final and binding.

2. The link to the portal containing the details of the candidates and their respective award slips will be sent to the concerned P.G. departments in appropriate time. After the due evaluation of the answer scripts, Heads of the P.G. departments shall enter the marks awarded in designated parts of the award slips and send the same to the Controller of Examinations through his email id ([controllerhgu@gmail.com](mailto:controllerhgu@gmail.com)) within 2<sup>nd</sup> week of March, 2022.

3. The projected date of publication of the results of P.G. 1st SEMESTER EXAMINATIONS, 2021 is 4<sup>th</sup> Week of March, 2022.


This is being issued under the kind direction of the Vice-Chancellor.

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Copy forwarded to :

1. The Vice Chancellor, H.G.U.- for kind information only.
2. The Registrar, H.G.U.
3. The Finance Officer, H.G.U.
4. The HoDs of all academic departments, H.G.U.
5. University website for its wide circulation.

Date : 15.02.2022

  
(P. C. Bagchi)  
Controller of Examinations  
Harichand Guruchand University