



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733588::email-coe@cottonuniversity.ac.in

Guidelines for Online Examination of UG /PG/MCA Final Semesters 2021

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Introduction:

We hope and wish for the safety and good health of our students in the prevailing difficult circumstances due to the COVID-19 pandemic. Cotton University has been strictly following the pandemic protocols issued by the Governments for health concerns of all the stakeholders. At the same time, the University desires to ensure that the teaching, learning and evaluation should be moved forward without exposing our students to any risk. The University is also very much aware and concerned about the final semester students' wish to further pursue their academic endeavour at the national or international academic/research institutions without losing an academic year. Some of them may also wish to take the placement opportunities already offered to them or seek employment. To safeguard the academic interest and life plans of our students during the pandemic COVID-19, the University feels its ardent responsibility to completing the current academic calendar successfully. Considering the current pandemic situation, the Cotton University shall conduct UG/PG /MCA Final Semesters Examinations in ONLINE mode for the Academic Calendar 2020-2021 as per schedule notified.



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Theory/Practical/Dissertation exams:

Maximum Marks and duration for writing answers plus IT related works for downloading, scanning and uploading of files of a paper of a Program shall be as per the following Tables:

Table 1: UG 6th Sem (Regular)

Program	Paper	Max. Marks	Duration Writing + IT related work
BA/ BSc/ BCA 6 th Sem 2021 Regular	Core/Major	70	3 Hours + 45 min
	Discipline Specific Elective	70	3 Hours + 45 min
	DPW	70	Fixed by concerned department

Table 2: UG 6th Sem (Arrear/Repeat)

Program	Paper	Max. Marks	Duration Writing + IT related work
BA/ BSc/ BCA 6 th Sem 2021 (old course) Arrear/Repeat only	Compulsory Paper	50	2 Hour + 30 Minutes
	Core/Major	70	3 Hours + 45 min
	Elective	70	3 Hours + 45 min



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Table3: PG 4th/MCA 4th /MCA 6th Sem (Regular/Arrear/Repeat)

Program	Paper	Max. Marks	Duration writing + IT related work
PG 4 th /MCA 4 th Sem 2021 (Regular/Arrear/R peat)	Core papers	70	3 Hours + 45 min
	Special papers	70	3 Hours + 45 min
	Elective papers	70	3 Hours+ 45 min
	DPW/Full Lab Paper	70	Fixed by concerned department
MCA 6 th Sem 2021 (Regular/Arrear)	Project based		Fixed by concerned department

Practical Examination: Students shall submit assignments as per practical syllabus and Viva-Voce shall be conducted by the department as per guidelines. Dates of Examinations shall be after the theory examinations of the respective Programs and will be notified in due course of time by the HoD.

Project/Dissertation: A student has to submit dissertation or project report prepared as per guidelines of conduct of online classes. Both Viva-Voce and presentation shall be conducted through online mode if the pandemic situation does not improve. (Students opting for experimental/field survey/data acquisition jobs in dissertation, may work on mainly literature survey/understanding of some leading research papers of the field as guided by supervisor. Students opting for theoretical work may complete their work as guided by supervisor). Dates of Examinations shall be after the theory examinations of the respective programs and will be notified in due course of time by the HoD.



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Betterment Scheme:

The examination for improvement of grade of a paper shall be conducted on the regular mode of evaluation with the same Maximum Marks and duration for the paper as soon as normal academic activity is restored and COVID situation improves.

Preparation for Examination

As you will be appearing your exams at home or some other location with remote access from the control room of examinations, it is advisable that you create an ambience which will help you to concentrate and remain focused. Following steps may help you in achieving the above:

- A quiet and peaceful space where there are no interruptions
- A comfortable sitting arrangement with adequate light
- An internet-connected computer or Smart Phone
- Provision of a watch/clock or any time management device to monitor your time
(Time schedule for each session shall be specified in the Examination Program to be uploaded on the University website www.cottonuniversity.ac.in. Please check the date and time schedule for your papers well in advance)
- Sufficient number of A4 white sheets to write your examination. Please number each sheet.
- Drinking water

PWD Candidates

A Differently abled (Divyang) candidate who requires the help of a scribe, shall be allowed the same but s/he must be junior to the candidate. For evidence, the scribe's HSLC or HS admit card or certificate with his specimen handwriting of five sentences on a single sheet is to be scanned and then sent to coe@cottonuniversity.ac.in when asked for.

How to take Online Examination (OE)

Steps for writing Online Examinations -

- ✓ Continuous access to the internet is not needed during this proposed Online Examination. It is needed mainly twice for short duration,



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- a. Downloading the Question paper from the portal at the time of commencement of examination, and
 - b. Uploading the Pdf of scanned answer sheets & documents required on Student Portal
- ✓ Date and Time of the examination shall be as per the Examination Program notified.
 - ✓ Question papers will be uploaded in the notified Portal/medium (WhatsApp Groups created for the concerned papers by the concerned HoDs) in due course of time.
 - ✓ Student will write the answer on A-4 size white papers in his/her **own handwriting**.
 - ✓ ***To write Name, Examination Enrolment No., Date and Time of Examination, and Paper name on the top of the first answer sheet and then Enrolment Number with page number on top of the subsequent pages***
 - ✓ After completion of writing, student will scan the answer sheets serially along with the Undertaking and Declaration Certificates at the end and make a Pdf. The file name should be given like Enrolment Number_Paper Code : ASM1831099_603E.pdf.
 - ✓ This PDF is to be uploaded in the Student Portal or as instructed during examination by the Teacher Co-ordinator.
 - ✓ ***Once the Pdf is uploaded, no further changes can be made.***
 - ✓ **All the answer sheets of a paper in sequence must be stapled together along with the undertaking and declaration Certificates and kept in an envelope carefully. This is to be followed for all papers which you appear. All these answer scripts are to be submitted to the respective Heads of Departments when the departments are open for students.**

IT related Work

- ✓ Examination time for writing answers for the question paper will be as specified against the Semester and papers in the Tables given above and also mentioned on the question paper and an additional time for IT related activities (downloading question paper, scanning and uploading answer sheets).
- ✓ A student may use android phones having permitted mobile Scan Apps like Adobe Scan/ Google Drive Scan/ Microsoft Office Lens etc., to scan and make pdf file for uploading;



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Or,

A student may use computer, if available, connected with a standalone scanner or a printer-cum-scan device to scan and make pdf for uploading.

- ✓ Students are asked to train themselves adequately for this job well ahead of examination for achieving good quality scanned output for uploading.
- ✓ Though the scanned paper should be quite legible, students are instructed **NOT** to keep the resolution of their mobile cameras very high while scanning their answer scripts as this will increase the file size of the pdf files to be uploaded and it will take more time for uploading.
- ✓ The file size should be preferably below 25MB.
- ✓ Even if a student logs into the portal some time after the scheduled start time, he/she will have to upload the answer sheets within the time slot specified in the Examination Program. No extra time will be given to write the answers.

Expected Conduct during OE

- ✓ Students shall appear in courses/papers as filled by them in their examination form. If any dispute arises in this regard, the record as available in examination form of the candidate shall be considered final.
- ✓ Student is expected to submit the answers entirely written by her/him and will not use the services of any agency or individual while writing OE.
- ✓ The University views cheating, acting dishonestly and/or collusion in an examination as serious disciplinary offences that may result in disciplinary actions as per rules.
- ✓ In the context of online examinations accessing the question paper via any other means than directly from the designated examination portal of the University, and/or sharing the question paper with other students, falls within its definition of cheating and of acting dishonestly.
- ✓ In the case of impersonation particularly related with handwriting, the same may be verified from the record of the university and findings based on the input received shall be considered final.
- ✓ If the substance of impersonation stands proven, then the case will be registered against the student as per prevailing rule.



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- ✓ To check the use of any unfair means during the examinations, each student shall be required to write the following Declaration on a paper and upload the scanned copy of the same along with the scanned images of answer scripts at the end of examination.

Undertaking by the Candidate (in own handwriting)

I daughter/son of , a student of Semester studying in UG/PG Programme in the Course; in (Core) Department, bearing examination Enrolment no....., am appearing the online examination for (name of the paper/ course) on date and place I shall abide by all the instructions of Cotton University for undertaking online examination, 2021.

Signature of parent/guardian as witness

signature of the Candidate

Declaration by the Candidate (in own handwriting)

- I hereby confirm that the uploaded answer sheets are entirely my own work and I have not
- used the services of any agency or person(s) providing specimen, model or ghostwritten work in the preparation of the answer sheets I submit for this online examination;
 - given assistance in accessing this paper or in providing specimen, model or ghostwritten work to other candidates submitting for this online examination.

Signature of parent/guardian as witness

signature of the candidate



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NOTE:

(a) Total Marks: 70

Duration: 3 hours + submission time 45 minutes

Question pattern:

Format-1: 14 (marks) x 5 (out of 7 questions) = 70

OR

Format-2: 14 (marks) x 3 (out of 4 questions) = 42 and

7 (marks) x 4 (out of 5 questions) = 28

Total: 42+28=70

(b) Total Marks: 50 Duration: 2 hours + submission time 30 minutes

10 (Marks) × 5 questions (out of total option of 7 questions) = 50 Marks

*Questions may be of descriptive type or may have multi-parts.

Controller of Examinations

Cotton University, Guwahati

No: CU/WRFRH/Exam/2021/75/12

Dated: 14th July, 2021