



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2601108

Guidelines for Online Examination of UG/PG Final Semesters, 2020

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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 endeavor 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 University in its AC meeting on 26 June 2020 and EC meeting on 8 July 2020 decided to adopt the guidelines of the University Grants Commission (UGC) dated 6 July 2020 as one-time measures for evaluation and awarding grades to students. As per UGC guidelines, the examinations of final semesters of UG/PG programs are mandatorily to be held in online/offline mode at the convenience of the University. Therefore, Cotton University shall adopt an online mode of examination as an alternative to conventional mode for the final semester students i.e., UG 6th Sem/PG 4th Sem/MCA 6th Sem and Ex-students (eligible as per Examination rules of the University) for the academic Calendar 2019-2020 for evaluation and grading/result.

Note: If a student is unable to appear the online examination on genuine ground, s/he shall avail a chance for appearing her/his examinations when held on later dates as decided by the university. A student is advised not to opt for such chance in the pretext of some difficulty which is otherwise avoidable, as it may not be possible to hold the supplementary examinations before November 2020.



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Syllabuses and Marks for Evaluation :-

The syllabuses for examinations shall cover the topics/chapters of the concerned papers completed in regular classroom teaching as well as in online mode of teaching. The concerned Head of the Department shall inform by an internal communication to the students of the class. The existing pattern of a question paper for total marks 60/70 shall be followed, whereas the compulsory papers of UG/PG (old course) shall be objective type for total marks 30 as mentioned in Tables.

PG Project/Dissertation: Students opting for experimental/ field survey/data acquisition dissertation papers, 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. The tentative date of submission of dissertation thesis and viva shall be in the first week of October 2020. A template for writing dissertation report shall be provided.

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

Table 1: UG (Regular)

Program	Paper	Max. Marks	Duration Writing + IT related work
BA/ B Sc/ BCA 6 th Sem 2020 Regular	ICL (Compulsory) (Objective type)	30	1 Hour + 25 Minutes
	Core/Major	60	2 Hours + 1 Hour
	Elective	60	2 Hours+ 1 Hour



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Table 2: UG (Arrear)

Program	Paper	Max. Marks	Duration Writing + IT related work
BA/ B Sc/ BCA 2 nd /4 th /6 th Sem 2020 Arrear only	Compulsory Paper (Objective type)	30	1 Hour + 25 Minutes
	Core/Major	60	2 Hours + 1 Hour
	Elective	60	2 Hours + 1 Hour

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

Program	Paper	Max. Marks	Duration writing + IT related work
PG 4 th Sem 2020 Regular	core	70	3 Hours + 1 Hour
	Special papers	70	3 Hours + 1 Hour
	Elective papers	70	3 Hours+ 1 Hour
	DPW	70	Fixed by concerned department
MCA 6 th Sem 2020 (Regular)	Project based		Fixed by concerned department



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Table 4: PG (Arrear)

Program	Paper	Max. Marks	Duration Writing+ IT related work
New Course	Core	70	3 Hours + 1 Hour
MA/MSc/MCA 2 nd Sem 2020	Full Lab paper	70	Fixed by department
Arrear only			
Old Course	Compulsory (Objective type)	30	1 Hour+ 25 Minutes
MA/MSc/MCA 2 nd /4 th /6 th Sem 2020	Core	60	2 Hours + 1 Hour
Arrear only	Elective	60	2 Hours + 1 Hour
	Full Lab paper/DPW	60	Fixed by Department



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Betterment Scheme:

The UGC guidelines dated 6th July 2020 and the references therein, deal with the current final semester of a programme and backlog papers as a one-time measure. The Betterment scheme is outside the purview of the aforesaid UGC guidelines. Hence the examination for improvement of grade of a paper shall be conducted under the regular mode of evaluation with the same Maximum Marks and duration for the paper within a month from the day that normal academic activity is restored. But filling up of examination forms has been undertaken for preparation for smooth conduct of the examination within the time frame outlined here.

Preparation for Examination

As you will be having your exams at home or some other location with remote access, 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.
- Your Admit card for Examination Enrolment Number
- Drinking water

Advisory– Although this is an online examination that you are appearing from your own place, it is important and recommended to prepare well and practice in the same way as one prepares in the conventional examination.



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PWD Candidates

A 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 -

- ✓ Student needs to login at least 30 minutes before the start of the examination. Continuous access to the internet is not needed during Online Examination. It is needed mainly twice for short duration,
 - a. Downloading the Question paper from the portal, and
 - b. Uploading the answer sheets on Portal/ Designated Email-id which will be notified one week before the start of examination.
- ✓ Date and Time of the examination shall be as per the Examination Program to be notified.
- ✓ Question papers will be uploaded in the notified Portal in due course of time and the concerned Portal can be accessed 30 minutes before the commencement of the examination.
- ✓ Student will write the answer on A-4 size white papers in own handwriting.
- ✓ ***Student will write Name, Examination Enrolment No., Date and Time of Examination, and Paper name on answer sheet. These may be prepared well ahead of the date of examination. Letter size is expected to be small so that you can get more space for writing answer.***
- ✓ ***Student will put his/her Signature on top of each white sheet (A4 size).***
- ✓ Student can stay logged in to the Examination Portal or log out after downloading the Question paper.
- ✓ After finishing writing, student will scan the answer sheets serially and make multiple file for uploading on the notified portal/ sending to designated email-id. The file name should be given like Enrolment Number_Paper Code_serial number of the files e.g, first file name: ASM17099_601C_1.pdf, second file name: ASM17099_601C_2.pdf and so on.



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- ✓ **Once the answer sheets are uploaded, no further changes can be made.**
- ✓ After uploading the answers of all the questions, student can log out from the Portal. (Successful submission of the answer sheet will generate an automated reply on email and SMS message on phone of the student)
- ✓ **All the answer sheets of a paper in sequence must be stapled together along with the undertaking and declaration papers 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 class 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;
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.
- ✓ 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.
- ✓ Students are asked to be familiarised with the jobs mentioned here. A detailed guidelines how to make files and upload, shall be notified.



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Undertaking by the Candidate

Before taking the online examination, the following undertaking in own handwriting has to be submitted by the student at the Portal as directed before downloading the question paper.

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, 2020.

Signature of parent/guardian as witness

signature of the Candidate

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.



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- ✓ If the substance of impersonation stands proven, then the case will be registered against the student as per prevailing rule.
- ✓ **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.**

Declaration by the Candidate (in own handwriting)

I hereby confirm that the uploaded answer sheets are entirely my own work and I have not

- (i) used the services of any agency or person(s) providing specimen, model or ghost written work in the preparation of the answer sheets I submit for this online examination;
- (ii) given assistance in accessing this paper or in providing specimen, model or ghost written work to other candidates submitting for this online examination.

Signature of parent/guardian as witness

signature of the candidate

Note: A specimen of the scanned copy of the undertaking to be uploaded **at the beginning** of the Online Examination is shown in the following page. The declaration by the candidate **at the end** of the Online Examination will also have to be similarly handwritten, scanned and uploaded.


21/07/2020

Controller of Examinations i/c
Cotton University
Panbazar, Guwahati-01, Assam



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A scanned specimen copy of Undertaking to be uploaded at the beginning of OE):

Undertaking

I, Shriguka Minamoto daughter of Mrs. Minamoto,
a student of Semester VI studying in UG program
in BA course in English (core) Department leaving
the examination Enrolment No 1731099, am
expressing the online examination for EN5601C
on the date 14.08.2020 at the place Bharamanagar, Guwahati.
I shall abide by all the instructions of Cotton University
for undertaking online examination, 2020.

M. Minamoto
Sig. of witness (Parents / Guardian)

Shriguka Minamoto
Sig. of Candidate

(=)


21/07/2020
Controller of Examinations /
Cotton University
Panbazar, Guwahati-01, Assam



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The above guideline has been issued as per the approval of Hon'ble Vice-Chancellor, Cotton University.

(Prof. Dipak Sarma)

Controller of Examinations (i/c)
Cotton University.

Controller of Examinations i/c
Cotton University
Panbazar, Guwahati-01, Assam

Ref. No. CU Exam/2013/004(A)/43/4466/1-30

Date: 21-07-2020

Copy for information & necessary action to:

1. Dean Student's Welfare, CU
2. Academic Registrar, CU, Ghy-1
3. P.S. to the Hon'ble Vice-Chancellor, CU, Ghy-1
4. P.S to Registrar, CU, Ghy-1
3. All Head of the Departments, CU.
4. DSW, CU, Ghy-1
5. Office file