



Ref. No. :

Date :

Ref.No. COE/MAKAUT,WB/28/2024

Date: 06/11/2024

To
The Principal/Director
All affiliated colleges

NOTIFICATION

Odd Semester End Semester Examinations 2024-25 - procedure

This is for information of all concerned that the following need to be maintained in respect of Odd Semester End Semester Examinations 2024-25:

1. Mode of end semester examinations:

The end semester examinations would be conducted in offline mode in 24 page answer scripts specially designed for digital evaluation purpose. Graph paper has been included in the page 23 and 24 in the answer booklet.

2. Final question pattern for end semester examinations:

The question pattern would be of (i) 10 out of 12 of 1 mark each very short answer/MCQ etc, (ii) 3 out of 5 of 5 marks each of short answer type (iii) 3 out of 5 of 15 marks each of long answer type totaling 70 marks as per original format.

3. Monitoring of examination halls of the colleges through CCTV:

All the examination halls of the colleges would be covered with CCTV, **preferably from the both ends (compulsory for colleges where there were RA cases in last semesters) of the room for full coverage** and would be monitored from the central control room of the University. The CCTV login credentials need to be shared with the University for access. Colleges must ensure functioning of CCTVs in all examination halls.

If any of the examination hall remains out of CCTV coverage due to some exceptional reason, must be immediately brought into the notice of the University, failing which all candidates appearing in such room(s) would be treated as reported against (RA).

4. Engagement University Representatives (UR) during examination days:

University would send external resources to the examination centres who would supervise and monitor the digital facilities and examination process during end semester examinations. University may also engage special roaming team for surprise visit as per requirement.

5. Process of declaring reported against/malpractice/UFM cases:

- The documents ceased from the students must be signed by the candidate.
- Declaration to be taken from the candidates in case of ceasing other materials like mobile phone/ other electronic devices etc.
- Answer scripts / declaration of such cases must be counter signed by the invigilator and OIC.

Thanking you for your support,
With best regards

(Dr Subhashis Datta)