



RABINDRA BHARATI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION
EXAMINATION DEPARTMENT

NOTIFICATION

Memo No. : RBU/CDDE/Exam. / 0043

Date: 21.12.2021

Detailed guidelines for Theoretical Examinations of M.A. Semester-IV Examinations, 2020
(Academic Session 2018-19[Fresh] and 2017-18 [Supplementary/Readmitted]) of Bengali,
English, Sanskrit and Vocal Music

1. M.A. Semester-IV Examination, 2020 for the academic Session 2018-19 [Fresh] and 2017-18 [Supplementary/Readmitted]) will be conducted in blended mode (online + offline) as per Examination Schedule published by the University following the guidelines published by the University Grants Commission (U.G.C.).
2. Students of the academic session 2017-18, may attend only End-Term Examination for any supplementary Course/Courses only after submission of **Examination Form** through Students Web Portal. They don't have to submit Internal Assessment (IA) for any supplementary paper. IA marks would be carried forward from earlier examination of that Paper.
3. If any Student inadvertently appears in any of the course/s in which he/she has already qualified / passed in earlier examination, then the result of the earlier examination shall be valid and the later shall stand cancelled.
4. University shall strictly abide by the Guidelines issued by the University Grants Commission (UGC) and other regulatory authorities regarding modalities of examinations and spirit in the best interest of students maintaining the sanctity of examination.
5. All the Theoretical, Practical, examination will be held as per Examination scheduled published by the University in its website time to time.
6. **Students are requested to visit the University website: www.rbudde.in regularly.**

7. **Theoretical Examinations:**

A. Mode of Examination:

I. Blended Mode (Online + Offline):

a. Subjects under this mode of Examination are:

All theoretical subjects of PG academic programmes under the Faculties of Arts, and Fine Arts.

b. Duration of Examination:

Duration of Examination for all Course/s: 2 (Two) hours.

c. Number of questions to be attempted:

For all Paper/s: 2 out of 4 questions. Each question may be sub-divided, if required. (Marks = $20 \times 2 = 40$).

d. Examination Procedure:

i. Students have to log in to the Exam Portal i.e. '<http://examdde.rbu.net.in>' using his/her 'Username' and 'Password'.

Candidates may log in to the Exam Portal, thirty (30) minutes before the commencement of the Examination as per schedule on the date of examination.

ii. Students should go through all the instructions /Video / Screenshot (if any) very carefully before the commencement of Examination. All Instructions will be available in the Exam Portal i.e. '<http://examdde.rbu.net.in>' regarding downloading of Question Papers and uploading of Answers.

iii. Question Papers will be made available on the Portal and the Students should download / write down these question papers at the scheduled time (i.e. 30 min. before the commencement of the Examination) on the date of examination, then he/she may log out from the Portal.

iv. Students should write their answers on standard quality A4 size paper with blue/black ink pen within stipulated words as desired by the concerned Department and within maximum ten (10) pages per question.

v. **Students should write down the “name of the examination, course name with specialisation (if any) (as written in the question paper), Examination Roll Number, Page number maintaining sequence” in each page for answering a question.**

vi. Students should put a note that his/her answer has been completed for each question he/she has answered.

vii. Separate set of pages are to be used for answering separate questions, maintaining the rules as mentioned in the point v.

- viii. Students should not write his/her name anywhere in the answer sheet. If it is found that the Student has written his /her name in the answer sheet then his/her examination will be treated as 'Reported Against (RA)' case. University authority will take action against the candidate as per decision of Board of Discipline (BOD) Committee.
- ix. **Students should mark page number in answer sheets for each question, also mark question number in each answer sheet.**
After writing down the answer script in his/her own hand, the written answer script of each question need to be scanned and converted into Pdf/JPEG/JPG format.
The candidates have to sign in again to the Exam Portal and upload the file of each answer against the respective question number. The process of submission of file in the Exam Portal i.e. '<http://examdde.rbu.net.in>' should be done immediately after completion of the said examination.
Please find 'End Test' Button to finish your exam.
- x. In compliance with UGC mandate in this regard ('half an hour or so for downloading the question paper and uploading answer sheet') examinees will get half an hour for downloading the question paper and half an hour for uploading the PDF/JPEG/JPG format file of answer script.
- xi. **In case of failure in electronic submission or any other problem faced by the examinees, it should be inform immediately by the examinees through 'Exam Portal Help desk - Email Id or phone number'.**
a. E-mail Id : query.rbuddeexam20@gmail.com
b. Phone Number : 7605866207, 7605866191
Although Students will take examinations from home, they will be come under the purview of disciplinary measures on the basis of Examiner's Report.
8. The 'person with benchmark disability' may write with 'Scribe' and can avail "Compensatory Time i.e. 20 minutes per hour of theoretical examination" as defined under section 2(r) of the RPwD Act, 2016 of Ministry of Social Justice & Empowerment, Govt. of India.



Director,
CDOE, RBU