



COTTON UNIVERSITY

(Formerly 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 Arrear/Repeat of UG semester I(2018 and 2019 batch) and semester II(2018 batch), 2021

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. Therefore, Cotton University shall adopt an online mode of examination as an alternative to conventional mode for UG 1st Semester (2018 and 2019 batches) and UG 2nd Semester (2018 batch) Arrear/Repeat Examination for evaluation and grading/result.

Duration & Marks for Evaluation

It has been already notified regarding Total Marks and Duration of Examination for a paper of the above mentioned examinations.

The concerned Head of the Department shall also inform by an internal communication to the students of the class. The pattern of a question paper for total marks 50 in **Open Book Examination** mode given at the end of this document is to be communicated to concerned students.

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


16/5/2021



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Table : UG I & II (Arrear/Repeat) Examination 2021

Program	Paper	Max. Marks	Duration
			Writing + IT related work
BA/ B Sc/ BCA 1 st Semester (2018 and 2019 batches) and 2 nd semester (2018 batch) Repeat/Arrear	Compulsory Paper	50	2 Hours + 30 min
	Core/Major	50	2 Hours + 30 min
	Elective	50	2 Hours + 30 min

Betterment Scheme:

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 as soon as normal academic activity is restored and COVID situation improves.

Preparation for Examination (For Students)

As you will be having your exams at homes or some other locations with remote access, it is advisable that you create an ambience which will help to concentrate and remain focused. Following steps may help you in achieving the above:

- A quiet and peaceful space without any disturbance/ interruption
- 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 time
(Program for Examinations is uploaded in the University website)
- Sufficient number of A4 white sheets to write your examination. Please number each sheet.
- Your Admit card for Examination Enrolment Number
- Drinking water


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Advisory- Although this is an online examination that you are appearing from your own place, it is important and recommended to prepare well as Open Book Examinations put usually questions of critical thinking.

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 -

- ✓ Date and Time of the examination are as per the Examination Program.
- ✓ Question papers will be uploaded /shared by the concerned faculty/HoD with the students in the WhatsApp group/Email opened for the purpose on the date of examination in due course of time.
- ✓ Students will write the answer on A-4 size white papers in **own handwriting**.
- ✓ *Students will write Name, Examination Enrolment No., Date and Time of Examination, and Paper name on answer sheet on the top of the first page and only Name & enrolment No with page Number on top of the subsequent pages.*
These may be prepared well ahead of the date of examination.
- ✓ After completion of writing, student will scan the **Answer Sheets serially** and make a PDF file along with **Undertaking and Declaration Certificates** [Formats given at the end of this document]. The file name should be given in the format Enrolment Number_Paper Code e.g.. ASM17099_201C.pdf .
- ✓ *The above pdf file should be sent within the stipulated time to the e-mail Id created for the purpose by the concerned HoD (to be informed to students in the proper group).*
- ✓ All the answer sheets of a question paper in sequence must be stapled together along with the Undertaking & 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


16/6/2021



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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 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.
- ✓ Students will have to upload the answer sheets within the time slot specified in the Examination Program.

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 in own handwriting 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 sharing the question paper with other students, falls within its definition of cheating and an act of dishonesty.
- ✓ In the case of impersonation particularly related to handwriting, the same may be verified from the record of the university and findings based on the record shall be considered final.
- ✓ If the substance of impersonation stands proven, then the case will be registered against the student as per rule.


16/6/2021



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- ✓ Students should take oath for not adopting any unfair means to maintain sanctity of examinations and shall be required to write the following Undertaking and Self Declaration Certificate on papers in your own handwriting, and scan them and add in the same Pdf of the scanned answer scripts at the end of examination to be uploaded/sent.

Undertaking by the Candidate

I daughter/son of , a student of Semester studying in UG 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)

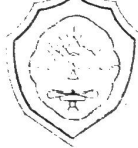
I hereby confirm that the uploaded answer sheets are entirely my own work and I have not

- (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


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- Advisory: You may keep ready the Undertaking and Declaration Certificates before the examination starts that will save your time of examination.

Note 2: Total Marks: 50 Duration: 2 hours + submission time 30 minutes

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

A 10 marks question may be descriptive type or may have multi-parts (2 or 3 part questions).

Controller of Examinations

Cotton University, Guwahati

No: CU/WRFRH/Exam/2021/75/02

Dated: 16th June, 2021