



Department of Botany Raiganj University

Raiganj – 733 134, Uttar Dinajpur, West Bengal, INDIA

Ref. No. BOT/01/43-2021(N)

Date: 04-01-2021

General Instructions for the examinees of UG/PG 2nd and 4th Semester online examinations – 2020 appearing with Botany as a subject/course

Examinees are advised to strictly adhere to the guidelines given below

1. Question papers will be delivered **30 minutes** before the commencement of the examination on the day of the examination. The question papers will be digitally circulated among the students by the faculty members of the Department only (by email only).
2. Examinees should not forward question papers through any modes (online/physical) during the course of the examination. If any examinee does not receive the question paper before the start of the examination, he or she should immediately contact any of the faculty members of the Department of Botany given below.

Name of the Faculty Member	Course/Semester/Purpose	Email	Mobile Number
Dr. Sanjoy Sadhukhan	All courses	sanjoysadhukhan@gmail.com	9002887792
Dr. Arka Pratim Chakraborty		arkapratimchakraborty83@gmail.com	9474141311

3. The examinees should write down their answers in white A4 sized paper with a clear margin of one inch on the left and top end of the page in clear and legible handwriting.
4. The examinees shall fill in the first page of the answer script with all the information as per the format shown in the proforma answer script (given in Appendix-I). Students may take printout of the proforma answer script in A4 sized paper and fill it up if possible, though it is not at all mandatory. Examinees must use a blue or black ballpoint pen to write in the answer script. Examinees should provide page numbers on all the pages of the answer-script.
5. Answer scripts must be submitted maximum within **30 minutes** after the completion of the examination as an attachment in the form of **single PDF file/ IMAGE file** only to the email id – **botanyrgu@gmail.com**. No extra-time will be allowed under any circumstances. The name of the file

containing the digital copy of the answer script should mention the roll number of the examinee along with the paper/course code.

6. While submitting the answer script as an attachment with email, the examinee should clearly write the **paper/course code** and **his/her roll number** only on the subject line of the email.

7. The answer script should contain the scanned image/photograph of the **admit card** (if issued). If under any circumstances **admit card** is not issued, students are also advised to upload **e-paid form (received after submitting examination fee online)** along with the **answer script**.

8. Students must preserve the **HARD COPY** of the answer script and **DIGITAL DOCUMENTS VERY CAREFULLY** without disclosing/circulating the same to anyone. They are also required to submit the physical hard copy of their answer script when they will visit the Department on the first occasion after reopening of the institution (if such a situation arises).

9. Students should not forward/share their answer scripts in any circumstances to other email ids/WhatsApp groups.

10. All the guidelines stated above are for the fair and smooth conduction of the online examination process, and if there arises any need to change the same during the course of the examination for the betterment of the process or due to any other unavoidable circumstances, the Department will modify/revise the same guidelines as necessitated.

N. B.: *The above-mentioned guidelines will remain in force w.e.f. **January 05, 2021** till the completion of the examination and will supersede any such instructions issued before related to the above mentioned purpose.*

(Dr. A. Pal)
Head
Department of Botany
Raiganj University

Copy forwarded for necessary information to:

1. Dr. P. Mandal, Associate Professor, Dept. of Botany, Raiganj University
2. Dr. S. Sadhukhan, Assistant Professor, Dept. of Botany, Raiganj University
3. Sri Z. Tiru, Assistant Professor, Dept. of Botany, Raiganj University
4. Dr. A. P. Chakraborty, Assistant Professor, Dept. of Botany, Raiganj University and for circulation via the Departmental online communication channels with examinees.
5. The Dy. Controller of Examinations, Raiganj University
6. The Secretary, PG Council, Raiganj University
7. The Secretary, UG Council, Raiganj University
8. The Systems & Support Officer, Raiganj University for uploading to the University website

Sd/-
(Dr. A. Pal)
Head
Department of Botany
Raiganj University

RAIGANJ UNIVERSITY

Signature of the Invigilator(s)



Controller of Examinations

Countersigned
Centre-in-Charge/Officer-in-Charge

Examination, 2020		
Registration No.	Session	HALF
ROLL No.	Examination Date	
SUBJECT	PAPER/COURSE	

Question Number	Marks Obtained	Reassessed marks.
1		
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TOTAL		

Examiner's Signature	Pre-publication Scrutiniser's Signature	Head Examiner's Signature	Re-Assessor's Signature	Post Publication Scrutiniser's Signature
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