



# PURBANCHAL UNIVERSITY

OFFICE OF THE EXAMINATION MANAGEMENT

BIRATNAGAR, NEPAL



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Ref .....

Date : Sept. 03, 2020

As per the decision of the Academic Council of Purbanchal University on 2077/05/14 and the Executive Council of Purbanchal University on 2077/05/15 the alternate method of examination namely Time-bound Home Exam for semester system programs of Graduate/Undergraduate for regular students has been done. For the same students have to follow the following guidelines .

- Time-bound Home Exam is for only regular students of Graduates/Undergraduates program excluding the end semester examination of any such program.
- The already held examinations of Management faculty in the month of Falgun and Chaitra, 2076 will be counted and only regular students will continue the remaining examination in this method. The examiners who were appearing in back-papers in those examinations will be accommodated in examinations to be held in later date.

### Instructions to be followed by students for Time-bound Home Exam

1. Only the students who have filled up their examination form and have received their roll number from the Office of the examination management, Purbanchal University can appear in the examination. Students failed to do so cannot appear in the examination.
2. Each of the students should submit their functional Email ID to their college/campus at least 10 days before their examination starts. Students will get their examination Question paper in the same Email ID which they have submitted to their respective colleges. students should take photo of/scan the answer-sheets and send to the same college email through the individuals' email.
3. Students should arrange on their own resources needed like Foolscap Paper/A4 size photocopy Paper/Black Pen/Internet/Electricity etc for the examination.
4. Students can appear in the examination from their place of residence (current location).
5. Under this examination system, each student will receive Question paper of the examination in his/her given email just 15 minutes before the examination starts.
6. Students should provide margin of 1 inch in each side of the paper (right and left; Top and bottom) in the paper used for answer script in the examination.

contd.....





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Ref ..... 7. Students should **compulsorily** write their Roll number, Subject, Program, Level (Semester) and the page number at the top-right side of the answer-scripts. Failure to do so, students will be liable for that.

8. While writing answer, students should mention the question number clearly.

9. Students should write answers in their own handwriting. If any of the exam paper/s found copied from text book/web page or copied from their friends' answer-sheets will be subject to cancel.

10. If any of the regular students fails to appear in this examination, they will be allowed to appear in the next examination as regular student. And the students having their back paper(s) will get change to appear in the examination, as per the then decision, once the process of contact tracing by the colleges are accomplished.

11. After the duration of the regular examination, extra two hours is given to the students to scan or to take photo of the answer-sheets for the purpose of sending email at their respective colleges.

12. After completion of examination, students should attach each of the scan or photo of the answer-script papers in the email and send email to the college mentioning **semester\_subject\_Roll no** at the subject section of the email.

13. Under this examination system, re-totaling process is with-held and student cannot demand the copy of evaluated answer-sheets from the examination office.

14. Multiple Choice Questions section will be with-hold in this model of examination and the corresponding marks will be distributed proportionally in other sections, where ever this is applicable.

15. Practical Examination will be held as soon as the normal situation prevails in the country.

16. Question model of this examination will be similar to the earlier examination.

## Suggestion

All the students are suggested to use Scan Apps like MS Lens, Cam Scanner while sending scan/photo of their answer-sheets to minimize the file size for ease of sending email to colleges.

(Prof. Dr. Surya Prasad Sangroula)

Controller