



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat,
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax: (033) 2524 1977

Ref. No. WBSU/COE/UG EXAM/4229/2025-26

Date 16/06/2025

WEST BENGAL STATE UNIVERSITY PROCEDURE FOR CONDUCTANCE OF UG EXAMINATIONS

1. Examination Schedule

- 1.1 Generally odd semester exams will be conducted during December/January and even semesters in May/June each year.
- 1.2 Registration should be completed at least a month prior to the first examination date of concerned Examination.
- 1.3 The exam schedule should be published in the public domain at least one month prior to the commencement of the exam.
- 1.4 The University shall reserve rights to change the examination center with prior notice.
- 1.5 Within two months of commencement of each semester (Generally, March for even semesters and September for odd semesters), the list of paper setters, moderators, examiners, Head examiners and practical examination centers should be prepared by respective UGBOS and letters should be communicated by the COE to the incumbents through email with a copy to the HOI within 15 days after receiving the same.
- 1.6 Head examiners/Examiners and question papers setters/moderators shall perform any duty assigned to them. In case of utmost exigency (medical, hospitalization or the like) a letter of non-availability shall be initiated by the faculty concerned and duly forwarded by his/her HOI addressed to the COE and copy to the UGBOS Convener. In case of any deviation from the above the concerned maybe issued a notice by the COE with a copy to the HOI. A copy of the same letter may be placed before the Governing body/DPI for records.

2. Mode of Conductance of Examinations

2.1 The Principal/OIC/TIC will act as Center-in-charge of the respective examinations center. The Principal/OIC/TIC will appoint 'Coordinator' for each day examinations (one for each day).

The Principal/TIC/OIC/ will also appoint Invigilator(s) among faculty members of the college and one NTS for each room of the center. It is advised to appoint one invigilator preferably for every 30 candidates. However, for every Exam Hall there should be at least two invigilators. The

Principal/OIC/TIC will also appoint adequate persons for "Control room" of the examinations.

2.2 The Principal/OIC/TIC/Coordinator will check number of answer scripts and question packets received from WBSU for the examination purpose. Any discrepancy will be reported to the Controller of Examinations immediately after finding the same.

2.3. Before commencement of examinations, the Principal/OIC/TIC will call a meeting with all the persons involved to communicate roles and responsibilities. Seating arrangements must be displayed in the college notice board and respective exam halls.

2.4. On the day of the examinations, no unauthorized persons may be allowed to enter the center more specifically the Control room and the Examinations Halls.

2.5. Not before half an hour of the commencement of Exam the Invigilators will collect the question papers from Coordinator of the day at Control room after signing the register meant for it. The Coordinator will open the packets in the presence of at least three invigilators, and all of them are required to sign on the packets before opening.

2.6. The doors of the examinations hall will open half an hour before the commencement of the examinations. Candidates will enter the room with admit card, identity card, pen and pencils (calculator, geometry items and such other if instructed through questions paper). No Mobile phone/ear phone (any allied devices)/envelope/clear bag / helmet is allowed.

2.7. Bell will be rung 15 minutes before the examinations.

2.8. Answer scripts will be distributed 10 minutes before the commencement of Exam. Another bell will be rung marking starting the exam before that the invigilator should distribute the question papers. However, students should start writing answers after exam commencement bell.



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- 2.9. At least two invigilators/ one invigilator and one NTS should be present at the exam hall at any moment during the entire period of exam. The invigilator will check (and tally with documents) front page of the answer scripts and sign at appropriate space provided for, within the first 30 minutes of the exam. Meanwhile the NTS of the hall will be responsible for obtaining signature from each candidate on DR sheet.
- 2.10. No candidate will be allowed to enter in the examination hall after 15 minutes of the commencement of exam for 1-hour exam, 20 minutes for 2-hour exam and 25 minutes for 3 hour exam, if not otherwise approved any written permission of the Hon'ble Vice-Chancellor or Controller of Examinations.
- 2.11. No candidate will be allowed to go outside the hall at least within the first 60 minutes of the exam. Even after 60 minutes of the exam, if the student needs to go outside the hall temporarily, he/she should deposit the answer scripts and question papers to the invigilator(s).
- 2.12. Any loose sheet/ rough sheet/ graph paper/ contour map etc issued to the candidate must be signed by the invigilator with date.
- 2.13. No candidate shall be allowed to leave the exam hall/ center finally without submitting the answer script.
- 2.14. Warning bells will be rung 15 minutes and 5 minutes before the end of exam and the final bell will be rung at the end of the exam.
- 2.15. Invigilators and NTS will collect the answer scripts and tally it with documents provided for the purpose. All the candidates must remain seated until scripts counted properly.
- 2.16. It is the duty of invigilator(s) to hand over the same to the coordinator and/ or person(s) responsible at the Control room. The coordinator and/ or person(s) responsible at the Control room after counting will sign in the same register (as mentioned in clause 2.5) in presence of (and countersigned by) invigilator(s).
- 2.17. The candidate should not disclose his/her identity anywhere in the answer script, failing which his/her examinations may be cancelled.

3. Instructions to the candidates

- 3.1 Candidates are required to produce the Admit Card duly attested by the HOI and Registration Certificate (or equivalent document issued by the University) during the examination. Candidate must be careful to check that the signature of the Invigilator and Office-in-charge has been made in the column provided and also ensure to sign on the DR sheet.
- 3.2 Carefully read the instructions given below and the top of your question paper before answering.
- 3.3 Generally the booklet consists of 24 pages (including the cover page). Before writing your Roll number and Registration number in the box provided, check the answer book. You can change the booklet if it is found to be defective.
- 3.4 Write your Roll Number in the space provided on the answer booklet. Do not write your Name, Roll Number etc, or put any special mark on the answer book (except where they are needed) that may disclose your identity. Any violation in this regard may cause disqualification.
- 3.5 No mark/writing should be left on the confidential part of the top sheet. Any violation may lead to disqualification.
- 3.6 Do not forget to write the corresponding question numbers while answering. Write on both sides of the pages of the answer book. Write at least 20(twenty) lines per page.
- 3.7 Any candidate found copying; carrying mobile or such other items, taking answer scripts/ loose sheets/ rough sheets/ graph paper/ contour map etc; writing on loose sheets before completing main answer scripts, helping others, adopting any unfair means or indulging in improper behavior towards exam personnel or other students; such behaviour that may disturb others in the examination hall will be subject to disciplinary action under the relevant rules of the university. He/she will be liable to be 'Reported Against'. The invigilators will inform such cases to the center-in-charge (in writing); this report will be forwarded by the HOI to the Controller of Examinations along with answer scripts in a separate sealed packet at the time of dispatching the entire set of answer scripts. That examination of such candidate will be treated as cancelled.
- 3.8 Use of a mobile phone or programmable calculator or smart watch is strictly prohibited in the examination hall.



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- 3.9 The examinee should return the answer book to the invigilator at the end of the examination and should not take any pages of this booklet with himself/herself outside the examination hall, which will lead to cancellation of examination.
 - 3.10 Rough work, if necessary, is to be done in the answer scripts only. Cross it through properly.
 - 3.11 Do not tear any page. If you have to cancel any page, cross it out by two lines.
 - 3.12 Do not write anything on the question paper, admit card, registration certificate etc.
 - 3.13 In case of damage of property of the exam center by the candidate(s) punitive action will be taken.
 - 3.14 In case of any emergent extraordinary situation, Centre-in-charge may take appropriate solution in consultation with the Controller of Examinations.
4. In case of any ambiguities, the interpretation/ decision of the Hon'ble Vice-Chancellor shall be final.

Spw 16/06/2025

In Charge of the Office of the Controller of Examinations
West Bengal State University