



**RABINDRA BHARATI UNIVERSITY  
KOLKATA**

**EXAMINATION DEPARTMENT**

**NOTIFICATION**

**Memo No. : Exam. / 7000**

**Date: 04.10.2020**

**Detailed guidelines to the Examinees of Final Semester Examinations, 2020 (Theoretical) of UG, PG and other professional academic programmes**

1. The final Semesters of UG, PG academic programmes of all departments and all professional programmes (like B.Lib.I.Sc, M.Lib.I.Sc, B.Ed., B.Ed. (special education) under the Faculties of Arts, Fine Arts and Visual Arts respectively of the University will be conducted between 5<sup>th</sup> October, 2020 and 18<sup>th</sup> October, 2020 in the blended mode (offline and online) as per Examination Schedule published by the University.
2. University shall strictly abide by the Guidelines issued by the University Grants Commission (UGC) and other regulatory authorities regarding modalities of examinations for final Semesters of UG and PG academic programmes and all professional programmes (like B.Lib.I.Sc, M.Lib.I.Sc, B.Ed., B.Ed. (special education) and spirit in the best interest of students maintaining the sanctity of examination.
3. All the Theoretical, Practical, Dissertation etc. Examination will be held as per Examination scheduled published by the University in its website time to time. Students are requested to visit the University website: [www.rbu.ac.in](http://www.rbu.ac.in) regularly.
4. **Theoretical Examinations (All UG, PG and Professional Academic Programmes):**
  - A. Mode of Examination:
    - I. Blended Online-Open Book Examinations (Pen and Paper Mode):**
      - a. Subjects under this mode of Examination are:

Bengali, English, Sanskrit, Hindi, History, Economics, Education, Sociology, Philosophy, Political Science, Geography, Environmental Studies, Master of Social Work (MSW), Journalism and Mass Communication, Human Rights and Human Development (HRHD), Bachelor of Library and Information Science (B.Lib.I.Sc.), Master of Library and Information Science (M.Lib.I.Sc.), B.Ed. and B. Ed. (special education) under the Faculty of Arts and Drama, Musicology under the Faculty of Fine Arts and Applied Art, History of Art, Graphics-Print Making, Painting, Sculpture and Museology under the Faculty of Visual Arts.
      - b. Duration of Examination: 2 (two) hours.
      - c. Time of Examination (for both CBCS and Non CBCS):

For B.A., B.F.A., B.Lib.I.Sc., B.Ed. and B. Ed. (special education): 11:30 a.m. - 01:30 p.m.  
For M.A., M.F.A., and M.Lib.I.Sc. : 02:30 p.m. - 04:30 p.m.

- d. Number of questions to be attempted: 2 out of 4 questions. Each question may be sub-divided, if required. (Marks = 20+20 = 40).
- e. Examination Procedure:
- i. Candidates have to log in to the Exam Portal i.e. '<http://examonline.rbu.net.in>' using his/her 'Username' and 'Password'. Where 'Username' will be the 'Exam. Roll No.' of the candidates and it will be fixed for a particular candidate. 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. Candidates 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://examonline.rbu.net.in>' regarding downloading of Question Papers and uploading of Answers.
  - iii. Question Papers will be made available on the Portal and the candidates 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. Candidates 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 ten (10) pages per question.
  - v. Candidates 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. Candidates 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. Candidates should not write his/her name anywhere in the answer sheet. If it is found that the candidate 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 RA Committee.
  - ix. **Candidates should mark page number in answer sheets for each question, also mark question number in each answer sheet. After writing down the answerscript in his/her own hand, the written answerscript of each question need to be scanned and converted into Pdf/JPEG/JPG format. The candidates have to sign in again to the 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://examonline.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'.**

## II. Mode of Examination : Multiple Choice Question (MCQ)

- a. Subjects under this mode of Examination are:  
Dance, Rabindra Sangeet, Vocal Music, Instrumental Music, Instrumental Music (Percussion) and Western Classical Music under the Faculty of Fine Arts.
  - b. Duration of Examination: 2 (two) hours.
  - c. Time of Examination (for both CBCS and Non CBCS):  
For B.A.: 11:30 a.m. - 01:30 p.m.  
For M.A.: 02:30 p.m. - 04:30 p.m.
  - f. Number of questions to be attempted: 40 out of 40 questions. (Marks = 40)
  - g. Examination Procedure:
    - i. Candidates have to log in to the Exam Portal i.e. '<http://examonline.rbu.net.in>' using his/her 'Username' and 'Password'. Where 'Username' will be the 'Exam. Roll No.' of the candidates and it will be fixed for a particular candidate. 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. Candidates 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://examonline.rbu.net.in>'.
    - iii. Question Papers will be made available on the Portal and the candidates should answer Multiple Choice Questions (MCQ) as per the scheduled of the examination.
    - iv. After completing the examination, candidates should submit the answer immediately after completion of the said examination, otherwise it will be auto submitted.
    - v. **In case of network failure during the examination, candidate may re-join in the examination after restoration of network and he/she can continue his/her examination as per schedule of the examination and the case should be informed by the candidate through 'Exam Portal Help desk - Email Id or phone number'.**
    - vi. **In case, any problem faced by the candidates during the examination, it should be inform immediately by the examinees through 'Exam Portal Help desk - Email Id or phone number'.**
    - vii. 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 extra time before the commencement of the examination and half an hour after the examination.
5. Although candidates will take examinations from home, they will be come under the purview of disciplinary measures on the basis of examiner's report.
6. 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.

  
**Joint Registrar (Exam)**