Frequently Asked Questions (FAQ)

1. When are the examinations conducted?

Examinations are conducted twice in a year, Odd and Even Semester End Exams. Odd semester end examinations are generally held in the month of Nov – Jan and Even Semester end examinations are generally held in the month of April – June. Examination date sheet notices are uploaded at University website www.bbmku.ac.in, and the same is also communicated through the Institutions official email.

2. How to apply for Regular / Re-appear Examinations?

After publication of date sheets, eligible students for regular / re-appear examination can fill up examination form available at student login section on www.bbmkuniv.in. Last date of submission of Examination Form is notified through notices published on www.bbmku.ac.in or other modes as mentioned in S. No. 1.

3. What are the penalties of use of unfair means during examinations?

The provision of penalties of use of unfair means during examinations include the following:

The entire examinations of the candidate in respect of which he/she is found to have committed an act of disorder during conduct of examination be cancelled.

The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.

The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.

The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he/she shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

The Examination Discipline Committee may recommend appropriate penalty based on category of use of unfair means.

4. What are the criteria for promotion to next year and the award of Degree?

Undergraduate (UG: 2020 regulation): (https://bbmku.ac.in/academics/ug/)- Page No. 18 & 19
Postgraduate (PG: 2020 regulation): (https://bbmku.ac.in/pg-2/)- Page No. 31 & 32

For other courses/ programmes they may approach their institutional authorities.

5. **What is the procedure for Re-totalling of Answer Sheets?**

After the declaration of the result(s) the notification for scrutiny is published by the office of Controller of Examinations wherein students can apply for re-totalling of marks through online application with the requisite fee.

6. **How are the SGPA/ CGPA calculated? How are the grading done?**

Undergraduate (UG: 2020 regulation): (https://bbmku.ac.in/academics/ug/)-Page No. 33 & 34
Postgraduate (PG: 2020 regulation): (https://bbmku.ac.in/pg-2/): Page No. 33 & 34

7. **When the student(s) receives the Marks Card/ Grade Card?**

Within one month of the declaration of the results, the individual Marks Card will be made available with the HoI/ HoD. Students are advised to collect the same from respective institution/ department without fail.

8. **I don't agree with the grade I have been awarded. What should I do?**

Result processing is fully computerized system at the University. All institutional/ departmental marks (Continuous Evaluation Marks/ Lab Internal & External marks / Project/ Dissertation) of students are communicated by the respective HoI/ HoD and the same is uploaded by the University exam section. Semester End examination marks are processed through fully automated OMR scanning machine. All data then compiled through examination result processing software. The system is fully automated and 100% reliable. In case of doubts left the student may apply for re-totalling through proper channel by paying requisite fees.

9. **How can I obtain migration certificate for my further study?**

Usually for PG/ MBBS/ B.Ed./ M.Ed./ LLB/ BA LLB/ B. Sc. Nursing and other professional courses the migration certificate is issued along with the marks card and provisional degree certificate after the completion of the course/ programme.

For other Under Graduate courses/ programme(s) the migration certificate is issued only after the demand made by the candidate through online mode (www.bbmkuniv.in) with the requisite fee.

In case a candidate wants migration certificate, due to discontinuation in course/ programme, may submit an application along with a copy of CLC (College Leaving Certificate) duly attested by the Principal to the University Exam Section.

10. **How to get corrections related to name/ father's or mother's name/ photo/ signature/DoB in my issued documents (registration slip/ admit card/ Marks Card/ Provisional/ Migration etc.)?**

To get corrections of name/ father's or mother's name/ photo/ signature/ DoB etc. in the issued documents (registration slip/ admit card/ Marks Card/ Provisional/ Migration etc.), may apply for the same through online mode (www.bbmkuniv.in) with the requisite fee.

The candidate should keep the acknowledgement, generated post applying, and submit the same in the University while receiving the document.

11. **How to apply for duplicate document(s) in case I have lost my original document(s)?**

To get a duplicate document(s) the candidate can apply through online (www.bbmkuniv.in) for the same along with a FIR copy and an affidavit from First Class Magistrate.

The candidate should keep the acknowledgement, generated post applying, and submit the same along with original FIR copy and affidavit in the University while receiving the document.

12. **How many days it takes to get the document(s) demanded/ applied for correction?**

Usually for the documents like registration slip/ admit card/ Marks Card/ Provisional/ Migration/ duplicate documents may take 3 days to one week to receive.
For any correction in Original Degree Certificate (ODC) it may take 1- 2 months.

13. **What if I have lost/ forgot my university (examination) login credentials?**

The candidate has to submit a written application along with a copy of admit card of last examination appeared in their respective college, and the same must be submitted to the University exam section by the college authorities to get the login credentials of the candidate(s) activated.

14. **What are the concessions given in examination to the persons with disability (PWD)?**

The following concessions are admissible to the Persons with Disability (PWD):
(i)   Permission to use an amanuensis;
(ii)   The amanuensis should be a student of class lower and different discipline than the one for which the candidate will be taking the examination;
(iii)   The Centre Superintendent of the Examination Center shall choose a suitable amanuensis and forward his/her particulars to the DSW /controller of Examination for consideration and approval;
(iv)   The candidate may be permitted to use the services an amanuensis in all or any of the papers.
(v)   Additional time of 30/60 minutes in each paper in internal & external examination, respectively;
(vi)   The Center Superintendent shall make the sitting arrangements for the Dyslexic, Blind, Physically Handicapped and Spastic candidates on the ground floor, as far as possible

For any other related details: (https://bbmku.ac.in/academics/ug/)- Page No. 32 & 33

15. **What is the process to apply for any document verification?**

The company/institute(s)/organisation(s) seeking verification of the candidate(s) documents may apply for the same with the requisite fee (DD in favour of Registrar BBMKU, Dhanbad)

Fee(s): Rs. 1000.00 (Private/Corporate organisation)

Rs. 250.00 (Government organisation/PSUs)