

OFFICE OF THE PRINCIPAL  
**FAKIR MOHAN AUTONOMOUS COLLEGE, BALASORE**

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NOTICE

Date 07/07/2021 /

GUIDELINES / INSTRUCTIONS FOR ONLINE EXAMINATION-2021 OF UG/PG/IBED  
FINAL SEMESTER STUDENTS

1. The Mid Semester, Practical and Final Semester Examinations (Regular & Back) will be held online will use of pen and paper (Blended mode).
2. The Mid Semester Examination will be of 1 hour duration carrying 20/15 marks. The examination shall be conducted by the concerned department teachers as per programme notified. The questions are to be uploaded in the subject whatsapp group 5 minutes before the examination. The students will write the answer within 6 pages (3 sheets) at home within stipulated time, scan the pages and make a **pdf** file within **1.5mb** size and mail to the ID as intimated by the subject teacher. 15 minutes of extra time will be given for the purpose.
3. The Practical Examination will be conducted as per programme notified and the modalities of examination will be decided by the concerned department. Students are advised to be in constant touch with the subject teachers for their project preparation guidance and submission as per guidelines notified earlier.
4. The Final Semester Examination will be of **2 hours** duration carrying **40/30 marks**. The marks secured in a paper will be converted to maximum mark of **80/60** as the case may be. The question pattern will remain the same as in the previous semester examinations but the no. of questions will be proportionately reduced. The question papers will be available in the whatsapp group **5 minutes** before the scheduled time of examination programme. In case a candidate face problem in receiving the question paper, he/she should immediately contact the mentor / subject teacher. The students will write the answer at home or any place suitable to them within **2 hours**, create a pdf file of his/her answer and mail the same to the ID as notified or to be given in the examination day. **30 minutes** extra time will be given for the purpose. The answer must be within **12 pages (6 sheets)** and the **pdf** file size must not exceed **3mb**.
5. The students are advised to write with black ball pen on a good quality A4 size paper. The front page must contain (i) Examination Name, (ii) Roll Number, (iii) Subject (iv) Paper (v) Date (vi) Sitting. At the top of every other page only (i) Page Number (ii) Roll Number (iii) Subject and (iv) Paper must be mentioned.

There must be one inch margin on the left and top of every page by making margin line. The answer paper should not be folded for margin purpose. For clear scanning and creating small size pdf file, the students are advised to acquaint with creating pdf file and sending mail prior to the examination. Cam Scanner / Tap Scanner / Adobe Scan or any other popular scanning app may be used for the purpose.

6. All are advised to write answers individually and ensure that the answers are just not copied from book. Be precise and use your own version and words for getting better score in the examination.
7. Identical answers of students by group sharing of answers using any kind of digital technique or other methods will be treated as malpractice and will lead to negative impression during evaluation.
8. Surprise online invigilation may be done by the subject teachers / mentors at any time during the examination by video calling.
9. All information relating to the examination will be shared through the whatsapp group. The students are free to contact their mentor teachers for any assistance / clarification / guidance.
10. The hard copy of answer script and the soft copy of each paper must be saved / preserved until publication of result. The answer papers of all the subjects should be deposited in the concerned department for record after publication of result.

*S.Sahu*  
Principal, 7-7-2021  
F. M. Autonomous College, Balasore.