

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

No 2569 /

Date 04.09.20

**Instructions to Candidates for Final Semester Students (UG/PG) online Examination-2020**

1. The examination for Theory & Practical (Reg. & Back) will be online with use of pen and paper (blended mode).
2. The Question is traditional pattern as in the previous semester examinations.
3. The Question Papers will be available in the Whats App group at the scheduled time of examination programme. In case a candidate face problem in receiving the question paper/ sending pdf of answer scripts, s/he may call at 9861418590/ 7077300696.
4. The students will **write the answer at home** within 3 hours, create a pdf file of his/her answer and mail the same to the ID to be given in the examination day. **Thirty minutes** extra time will be given for the purpose.
5. The students are advised to write with **black ball pen** on a good quality white A4 size paper. The answer must be limited to 20 pages or 10 sheets.
6. The **front page** must contain (i) Examination Name, (ii) Roll No, (iii) Subject, (iv) Paper, (v) Date
7. At the top of every other page, only (i) Page No. (ii) Roll No and (iii) Subject must be mentioned.
8. There must be one inch margin on the left and top of every page, by making margin line.
9. 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.
10. All are advised to write answers at home 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.
11. Surprise online invigilation may be done at any time during the examination by Whats App video calling or any other means.
12. All information relating to the examination will be shared through the Whats App group.
13. The students are advised to acquaint with creating pdf file and sending mail prior to the examination.
14. The hard copy of answer script and the soft copy of each paper must be saved / preserved until publication of result.

Principal

F. M. Autonomous College, Balasore

Memo No 2570 /Date 04.09.20

Copy to All Head of the Departments of Arts/ Science/ Commerce/ Co-ordinator BBA/ Int. B.Ed for information/ Miss S. Das, Programmer for posting in college website.

Principal

F. M. Autonomous College, Balasore

4/9/2020