



JYOTI VIHAR, SAMBALPUR (ODISHA)-768 019

No. 1465 /COEDated the, 29.06.21

From
The Controller of Examinations

To
The Principals of all affiliated colleges (+3 degree) under Sambalpur University

Sub.: Guidelines for conducting +3 Sixth Semester (Arts/Science/Commerce) (Regular/Back) Examinations, 2021

Madam/Sir

In pursuance of Government Notification No. 25110/HE, dated 28/6/2021 & Notification No. 25237/HE dated 29/6/2021 and with approval by Hon'ble Vice Chancellor, Sambalpur University, the following Guidelines are issued to conduct Under Graduate 6th Semester Examination, 2021 likely to commence on 1st week of August.

A. SPECIAL INSTRUCTIONS

1. Covid-19 guidelines issued by Government and UGC from time to time are to be followed strictly during the whole process of examination and valuation.
2. Colleges are requested to complete the whole process of evaluation and uploading of marks (Internal, Practical and Theory) positively **on or before 31th August, 2021**.
3. Colleges should keep ready all the required infrastructure & logistics like Computer, Printer, Paper, Internet Connectivity etc. along with power backup to seamlessly execute the whole process.

B. CONDUCT OF EXAMINATION

1. The Examination (Internal, Practical and Theory) will be held in **ONLINE** mode only.
2. Only examinees, who have filled up forms and are issued with a valid online Admit Card will be allowed to appear the examination.
3. Each college may divide the total number of examinees into small groups and teachers may be designated as Mentors for these groups. These Mentors will guide the students under their charge in all respects and ensure that all students appear the examination properly. If necessary, one senior teacher may be appointed by the Principal as Chief Mentor, who will coordinate the whole process of examination, evaluation and uploading of marks for all the students of the college.
4. The names of Mentors with their mentees (only names) will be properly notified. This must also be uploaded in College Website for information of University Authorities, Authorities from the Department of Higher Education and all others concerned.

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5. Standard Operating Procedure for Students

- a) Colleges will immediately put up a notice for wide circulation regarding **ONLINE** examination mentioning its email id and WhatsApp number(s) along with names of Mentors.
- b) Students will be asked to send their email ids and WhatsApp number to these college email id and WhatsApp number latest by 7th July, 2021.
- c) Colleges will create email groups and WhatsApp groups separately for Arts, Science and Commerce streams for facilitating sending of questions paper and any other information.
- d) Students must participate a trial run of the whole process of online examination that will be held by the colleges before 15th July, 2021.
- e) Student must inform their Mentors or college authorities if they face any problem in the process.
- f) Before 3 or 4 days of commencement of examination, a final trial run will be held by colleges to ensure error-free execution.
- g) Softcopies of Admit Cards downloaded by colleges will also be sent to the students by email.
- h) The following information should be clearly mentioned on top of the Answer Sheet in **EACH PAGE**. Candidates are advised to keep ready all the information on sheets before start of examination.

Name of the Semester & Year

Roll Number

Registration Number

Registered Email Id

Paper Code (as per Program)

Subject

Date of Examination

Page Number / Total Page

Full Signature of the Candidate

- i) Students will receive their question papers via email before 15 minutes of commencement of examination. (WhatsApp will be used if necessary).
- j) For this purpose, students will keep ready their computer/mobile phone/lap-top etc. with adequate internet connectivity.
- k) The duration of each sitting of examination will be 2 hours and full marks will be 50 for all streams. The questions will be both short and long answer type with specified word limits.
- l) Students will write their answers (within the word limit as specified) with black ball point pen, using A4 size paper (writing should be on one side only for a clear photograph).
- m) Students must stop writing after the examination time is over.
- n) The answer scripts will be clearly scanned or photographed and converted into PDF/JPG format to mail back to **ONLY COLLEGE EMAIL-ID** within 30 minutes. (Advised to use Adobe Scan App from the Play Store for preparation of a clear pdf/jpg)
- o) The students will keep regular touch with their respective Mentors/HODs/College Authorities for any update or any query regarding examination.
- p) No unfair means will be adopted by the students.

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5. Colleges will compulsorily conduct at least 2 trial runs of the entire online process for proper execution, mainly to establish the communication between college email id and student's email id for questions & student's answer. An online mock test can be taken during the trial run. If necessary, Colleges are requested to provide necessary technological orientation to students.
6. In all examination sittings, softcopies of the questions will be emailed to the colleges before 30 minutes and uploaded in University web-site before 5 minutes by University. The same softcopy will be forwarded to the registered email ids of students, stored during the trial run, before 15 minutes.
7. In case questions are not received by students by the above means, it can also be sent by WhatsApp messenger.
8. All degree colleges are declared as examination centres and Principal/Principal- in-charge will act as centre superintendent.
9. The Answer Scripts sent by the students should be downloaded by the college and kept in separate folders designated by roll numbers.
10. These Answer Scripts can be evaluated in softcopies itself or by taking a printout.
11. Colleges may decide on the schedule of Internal Examination (if not yet held) and Practical Examination. However, both will be held in ONLINE Mode only and will be completed on or before 24th of July, 2021. Web portal for uploading of Internal and Practical Examination marks will be opened from the date of commencement of theory examination as notified by letter no 2065/COE, dated 6.11.2020.
12. For Practical Examination, Principals are authorised to prepare online modules of questions/submission of practical records/project papers.
13. Students, who are unable to appear the examination at the place of their stay or from home, can appear the examination in any nearby college or own college. In such case, the student has to inform his/her own college through his/her Mentor about the college of appearance on or before 7th of July, 2021. The college of appearance will provide all kinds of support to such students. The scanned/photographed answer sheets of such students should be emailed to student's parent college email id only. The Mentor will ensure proper examination and receipt of answer sheets of such students.
14. Examinees needing scribe can also appear in the nearby college and will be allowed extra time regarding Point-5n.

C. EVALUATION

1. In order to minimize movement of man and material during the pandemic time and to publish results in due time, it is decided that the valuation of answer scripts of an examination centre will be done in the same centre.
2. The principals are requested to get the answer scripts evaluated and marks uploaded online within the time-frame, by appointing sincere examiners on the basis of seniority from their college or nearby colleges, if necessary.
3. Examination, Valuation and Uploading of marks can be conducted simultaneously to facilitate early completion of valuation work.

D. UPLOADING OF MARKS

1. After evaluation, marks will be uploaded through DEO login of "Lokseba-Adhikar" web-portal on day-to-day basis.
2. It will be the joint responsibility of the concerned examiner and the Mentor for proper entry of marks.
3. Do not forget to save after entering the marks. After completion of total entry process the marks can now be submitted. Please, remember if any mark field is left blank then saved marks from the college cannot be submitted. Absent Candidates should be marked "AB". Candidates booked for Mal-practice should be marked "MP".

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4. The web-portal will remain open up to **12 MIDNIGHT OF 31st August, 2021**. After this, the processing of result will start. The results of colleges failing to upload their marks by the scheduled time cannot be processed. Hence, colleges are advised to complete the work much before the dateline (by **28th August, 2021**) to avoid last minute rush.

D. SUBMISSION OF MARKFOILS/VALUED ANSWER SCRIPTS

1. After online entry & submission of marks, print out can be taken and this print out along with original mark foils duly signed and sealed by the examiner will be submitted to the Principal.
2. The Principals will submit the sealed packets of mark foils to the nearest Nodal Center, who in turn will submit the same to University through special messenger within a week of receiving email from university.
3. Valued Answer Scripts/Softcopies will be sealed/password protected and retained in the custody of the Principal till further instruction
4. Any of the Answer Scripts/Softcopies awarded with more than 80% of total marks, will be re-examined by the University. For this purpose, the softcopies of such those answer scripts will be mailed to the email id so_ec-i@suniv.ac.in (for Arts) or so_ec-ii@suniv.ac.in (for Science & Commerce) immediately after uploading of marks. Marks awarded by Chief Examiners appointed by the University will be deemed as final.

WHOLE HEARTED COOPERATION FROM ALL THE PRINCIPALS, OTHER MEMBERS OF THE FACULTY AND NON-TEACHING STAFF OF THE COLLEGE IS HIGHLY SOLICITED

By order of the Vice-chancellor

Rajyoti
29/06/21

Controller of Examinations

Memo No. 1466 /COE

Dated the, 29.06.21

Copy forwarded for information and necessary action

1. All Syndicate Members
2. Regional Director of Education, Sambalpur
3. Secretary to Vice-chancellor/P.A. to Registrar
4. All Officers
5. Section Officer, Diary Section
6. Controller of Examinations Unit / Assistant Controller of Examinations
7. University Computer Centre
8. Five (05) spare copies each to EG-III section / EC-III section

Rajyoti
29/06/21

Controller of Examinations