

OFFICE OF THE PRINCIPAL, JAWAHARLAL COLLEGE, PATNAGARH

No. 544

Date: 1/7/21

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 with letter No. 1465 /COE dated 29.06.21 the following staff members are hereby assigned with the duty of mentor/ chief mentor for the +3 6th Semester online examination 2021.


Principal
JAWAHARLAL COLLEGE
PATNAGARH
21-07-21

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JAWAHARLAL COLLEGE
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SAMBALPUR UNIVERSITY



JYOTI VIHAR, SAMBALPUR (ODISHA)-768 019

No. 1465 /COE

Dated the, 29.06.21

From
To
The Controller of Examinations
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.

<i>Name of the Semester & Year</i>		
<i>Roll Number</i>	<i>Registration Number</i>	<i>Registered Email id</i>
<i>Paper Code (as per Program)</i>	<i>Subject</i>	<i>Date of Examination</i>
<i>Page Number / Total Page</i>	<i>Full Signature of the Candidate</i>	

- 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.

Handwritten signature

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

Rajendra
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

Rajendra
29/06/21

Controller of Examinations

Mentor List for +3 6th Semester Examination

Chief Mentor:- Debesh Dutta Dash, Reader in English

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Mobile: 9437392759

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Overall Mentor:-

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Mentor

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Name: Sri Laxman Bhoi, Lecturer in Botany

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2	S03118BOT001	UMESH KUMAR BAG
3	S03118BOT002	BHARATI KUANR
4	S03118BOT003	BINDU PADHAN
5	S03118BOT004	ASHISH KUMAR MEHER
6	S03118BOT005	APARAJITA PANIGRAHI
7	S03118BOT006	MANASEE BAG
8	S03118BOT007	ANSHUMAN JOSHI
9	S03118BOT008	TEJARAJ BHUE
10	S03118BOT009	BHAGABATI MAJHI

Mentor Name: Sri Jayanta Kumar Barik, Lecturer in Botany

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11	S03118BOT010	JAYANANDA SAHU
12	S03118BOT011	SURABHI SET
13	S03118BOT012	PRATIMA BARIK
14	S03118BOT013	JYOSHNA BHARASAGRIA
15	S03118BOT014	SUNIL GADTYA
16	S03118BOT015	ROJINA NAG
17	S03118BOT016	ANURAG ANAND AGRAWAL
18	S03118BOT017	M N NISHIRANI
19	S03118BOT018	ROJI PUTEI
20	S03118BOT019	SNIGDHA RANI GADTIA

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22	S03118BOT021	SOMYA JAGRUTI PATRA
23	S03118BOT022	ASHISH KUMAR SAHU
24	S03118BOT023	DILESWAR BARIHA
25	S03118BOT024	SMRUTI REKHA DANG
26	S03118BOT025	ALISHA MEHER
27	S03118BOT026	JITENDRA MEHER
28	S03118BOT027	RAKESH SAHU
29	S03118BOT028	JAYASHREE MALLIK
30	S03118BOT029	PRIYANKA RANI BAG

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Mentor Name:	Miss Shraddhanjali Nayak, Lecturer in Chemistry	
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2	S03118CHE001	SANAT KUMAR SAHU
3	S03118CHE002	SWETARANI MEHER
4	S03118CHE003	KRUSHNA CHANDRA DHARUA
5	S03118CHE004	LABA SAHU
6	S03118CHE005	KANTI SA
7	S03118CHE006	KIRANMAYEE HARPAL
8	S03118CHE007	JYOTSNA MAYEE BAGARTY
9	S03118CHE008	SURJYAMANI PATRA
10	S03118CHE009	KSHITI CHANDRA BUDEK
11	S03118CHE010	PRIYANKA KUMBHAR
12	S03118CHE012	TAPASWINI BEHERA
13	S03118CHE014	SHOBHA CHANDRA MEHER

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Science

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3	S03118CSC004	BIKASH KUMAR NANDA
4	S03118CSC005	LIJA BHOI
5	S03118CSC006	KANHA JYOTISH
6	S03118CSC007	SAMEEKSHA MISHRA
7	S03118CSC008	SUDIP KUMAR PUROHIT
8	S03118CSC009	CHANDAN DALPATI
9	S03118CSC010	AMIT MEHER
10	S03118CSC011	SUBHRAKALI PUROHIT

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Mathmat
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3	S03118MTH003	TUSHAR RANJAN DEEP
4	S03118MTH004	TULABATEE BHURNI
5	S03118MTH005	MANAS RANJAN SAHU
6	S03118MTH006	ADITYA MEHER
7	S03118MTH007	SHILU SAHU
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9	S03118MTH009	BIMAL TANDI
10	S03118MTH010	PURANDAR MEHER
11	S03118MTH011	UTTAM KUMAR NAG
12	S03118MTH012	PREETI SAHU
13	S03118MTH013	PANKAJINEE SAHU

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5	S03118PHY002	DILESWARI GOUNTIA
6	S03118PHY003	PHAKIR MOHAN MAJHI
7	S03118PHY004	SNIGDHA AGASTY
8	S03118PHY005	JITENDRA KALSAI
9	S03118PHY006	RABINDRA RANA
10	S03118PHY007	ITISMITA BISHI
11	S03118PHY008	DIGBIJAY SENAPATI
12	S03118PHY009	JITENDRA KALSAI
13	S03118PHY010	GITANJALI KARUAN

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5	S03118ZOO006	AKASH DEEP
6	S03118ZOO007	RAJENDRA BISHI
7	S03118ZOO008	SWAYAMPBABHA MISHRA
8	S03118ZOO009	PRABHASINI MUGRI
9	S03118ZOO011	BIJAYA JAL
10	S03118ZOO012	TANKADHAR MAJHI
11	S03118ZOO014	FAKIR MOHAN MEHER
12	S03118ZOO015	AKANKSHYA SIMRAN SAHOO
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16	S03118ZOO019	LUCKY MISHRA
17	S03118ZOO020	PRIYANKA PATEL
18	S03118ZOO021	SMRUTISUDHA DANG
19	S03118ZOO022	DURBADALA MEHER
20	S03118ZOO023	SHALINISUCHARITA DAS
21	S03118ZOO024	PADMALAYA PUROHIT
22	S03118ZOO025	SUNANDA SALTAR
23	S03118ZOO026	SUBHALAXMI SATPATHY

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5	S03118EC0004	CHUDAMANI BAG
6	S03118EC0005	CHINMAYA MEHER
7	S03118EC0006	JASHASWI MAHALA
8	S03118EC0009	ANANDINEE TUMUNIA
9	S03118EC0010	PURNACHANDRA MAHANAND
10	S03118EC0011	DIPAK KUMAR MEHER
11	S03118EC0013	SUPAL BUDUKIA
12	S03118EC0014	RINKI DHARUA
13	S03118EC0016	DAMBARU SAHU
14	S03118EC0017	TEKABANDHU PUTEI
15	S03118EC0018	RAMESH RANA
16	S03118EC0020	GAYATRI MEHER
17	S03118EC0021	SUNIL MEHER
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18	S03118EC0022	GOPAL SA
19	S03118EC0023	ABINASH THAKUR
20	S03118EC0024	SITU TANDI
21	S03118EC0025	SWATISMITA SAHU
22	S03118EC0026	MUKESH KALARI
23	S03118EC0027	AHALYA SAHU
24	S03118EC0030	JOGESWAR BAG
25	S03118EC0031	PREMARAJ GADTYA
26	S03118EC0032	KISHOR RANA
27	S03118EC0033	PRAKASH SAHU
28	S03118EC0034	DEBASISH ROUT
29	S03118EC0035	NIBEDITA SAHU

30	S03118ECO036	JOGESWAR KATA
31	S03118ECO038	TUNILATA MEHER
32	S03118ECO041	SUNITA MEHER
33	S03118ECO042	RUPENDRA MEHER

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History

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3	S03117HIS020	Sateesh Kumar Tandl
4	S03118HIS001	RINKI KUMBHAR
5	S03118HIS002	PARVATI MAJHI
6	S03118HIS003	DOLAMANI DHARUA
7	S03118HIS004	ARATI BEHERA
8	S03118HIS006	PITABASA SUNANI
9	S03118HIS009	KAILASH PADHAN
10	S03118HIS010	KALYANI BAG
11	S03118HIS012	PRAHALLAD MAJHI
12	S03118HIS014	ASHARANEE SAHOO
13	S03118HIS015	NIRUPAMA SABAR
14	S03118HIS017	ALIBHA MEHER
15	S03118HIS021	UTTAM RANA
16	S03118HIS022	KOUSHALYA PUTEI
17	S03118HIS023	DILLIP PARUA
18	S03118HIS024	SUHASINEE BISHWAL
19	S03118HIS026	MUKESH KUMAR MIRDHA
20	S03118HIS027	RATAN DHARUA
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22	S03118HIS029	MEERABAI PUTEI
23	S03118HIS030	SUJATA RANA
24	S03118HIS034	SANJIB SAHU
25	S03118HIS036	TUMESWAR TANDI
26	S03118HIS061	Makesh Saraf
27	S03118HIS037	LIPIKA CHANDAN
28	S03118HIS038	SUDHANSU NAIK

29	S03118HIS039	BIDYADHAR SINGH BARIHA
30	S03118HIS040	SUBASINI NAG
31	S03118HIS041	MILAN KUMAR NAIK
32	S03118HIS042	ANITA BHOINA
33	S03118HIS043	SATYAJEET MEHER
34	S03118HIS044	BIDYAPATI BARIHA
35	S03118HIS046	BIKASH KUMAR BHOI
36	S03118HIS047	RAMAKANTA SAHU
37	S03118HIS048	ROJEE MEHER
38	S03118HIS050	PRIYANKA JAL
39	S03118HIS051	MITRABHANU PUTEL
40	S03118HIS052	ROHIT KUMAR BARIHA
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42	S03118HIS054	DHANESWAR DEEP
43	S03118HIS055	NIRUPAMA DANDASENA
44	S03118HIS056	LIPAN KUMAR SAHU
45	S03118HIS057	LINGARAJ KUMURIA
46	S03118HIS059	ARATI JENA
47	S03118HIS060	BINDUSAGAR BANCHHOR

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24	S03118ODI027	MAHIMA BARIHA
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28	S03118ODI032	SUNITA PATEL

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