Instructions and Guidelines for 6th, 4th and 2nd Semester Examination- May 2020 of all UG and PG Programmes under Autonomy during COVID-19

1. The 6th, 4th and 2nd Semester Examinations May 2020 of all UG and PG programmes under Autonomy during COVID-19 will be held by online mode and students will appear the examination from home.

2. For the 6th Semester B.Tech. and B.Arch. Examinations the question papers will be of open book type consisting of five questions to test the innovative capability of students. There shall be no multiple choices. All questions are compulsory and carry 20 marks each.

3. For the 4th / 2nd Semester B.Tech., B.Arch., MCA, M.Sc. and M.Tech. Examinations the question papers will be of open book type consisting of six questions to test the innovative capability of students. There shall be no multiple choices. All questions are compulsory and carry 10 marks each.

4. Before the commencement of actual examination, a mock test may be conducted adopting the procedure for conducting the actual examination.

5. Time of examination will be of 2 hours duration and students will write the answers from their home in the specified time period.

6. Students will get question papers through their email id submitted by his/her concern HOD beforehand.

7. HOD of concern Department will send question papers to the student's email id 15 minutes before the commencement of Examination and Controller of Examination will send question papers to Department HOD through mail before 1 hour.

8. Additional 30minutes will be given to the students for scanning and uploading of his/her answer scripts just after the examination period of two hours. The total time allowed for the students will be *15 minutes + 2 hours + 30 minutes =2hours 45 minutes*. The student must submit the Answer scripts within the stipulated time.

9. Students will write the answer scripts in A-4 size paper in black/blue pen (Use of pencil/pen with faint colour ink should be avoided.

10. Students should upload the answer script in a single pdf file.

11. Answers must be written keeping 1 inch margin from all side of each page of the A-4 size paper.

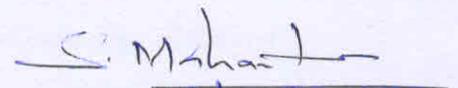12. In the top of first page of answer script, student must write their detail such as

I.   Stream-

II.   Regd No-

III.   Name-

IV.   Examination-

V.   Year-

VI.   Branch-

VII.   Specialization (if any)

VIII.   Subject code-

IX.   Subject Name-

X.   Question Set-

XI.   Date of Examination-

13. All the pages of answer sheets must be scanned and **converted to a single PDF file**. Name of file should be short (example regd. No + paper name in short). Suppose regd no is 181110502 and paper name is Organic Chemistry the pdf file name will be 181110502OC

14. At the bottom of right hand corner of all pages, students shall write Regd. No., Page along with his/her full signature. They can utilize the margin space for writing these points.

15. Student must give an undertaking at the end of answer as

The answer script is written by me in my own handwriting.

16. Answer script should be uploaded on Google drive through the link provided in the email by filling the Google form as per instruction given thereof.

17. Adequate care should be taken by the students to ensure that the scanned copy Answer script is legible.

18. For any technical problem during examination, students should contact the phone number mentioned at the top of the question paper.

19. For any clarification regarding this Examination, student should contact his/her Head of Department.

S. Mahanta

DIRECTOR 06/08/2020