



UTKALUNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

Students Guidelines for Online Examination -2021

BEFORE EXAMINATION PREPARATION

- 1 +3 6th Semester (Arts/Science/commerce) online examination-2021 schedule already available in www.uuems.in portal.
- 2 Admit Card will be available at UUeMS Portal (www.uuems.in) before 7 days commencement of exam.
- 3 Download your Admit Card through UUeMS portal (www.uuems.in) before examination by login with your 16 digits University Regd. No and Date of Birth and verify your admit card.
- 4 Students can get their admit card through mentor or from their college authority also.
- 5 Only examinees, those who have filled up their forms, they will be issued with a valid online Admit Card to appear the examination.
- 6 During examination internet / laptop /desktop / tab / smart mobile phone required, so prepare accordingly.
- 7 During before and after examination internet connection required in mobile / laptop / desktop etc. so place yourself in a suitable place that this facility can be available smoothly.
- 8 Before Examination charge your smart phone/ tab/laptop fully.
- 9 A common cover page format for answer sheet is attached in page no 3. Students are required to make a printout or that cover page format or written by hand with pen and paper & scan 4 to 5 copies or it before examination. This is cover page of your answer sheet and writes your details clearly.
- 10 Keep 50 to 60 pages of A4 Size white paper with you before examination.
- 11 Before examination download Scanning and making PDF software from Google Play store for android Smart phone (example: Adobe Scan , Document Scanner , Cam Scanner etc.) and trial run it, or you have any laptop desktop and scanner then make ready with you for timely submission of answer copy.
- 12 If you don't have any email id then create an email id of your name.
- 13 Any student's don't have above facilities they can take help of cyber café or from any expert to send the answer script for timely submission.
- 14 Before examination make a trial run for sending answer scripts to colleges for check valid email id or what app no.

DURING ONLINE EXAMINATION

- 15 University will send question to college before examination and you will get the online questions (in .pdf format) from your mentor or college authority through your whatsapp no or email id decided by college authority.
- 16 University will provide the question online through UUeMS portal (www.uuems.in) (in .pdf format) before 5 minutes of commencement time of the examination. Those students can download the question paper directly from above portal by **log in their Roll No. and Date of Birth.**
- 17 The time duration of the examination is two hours or as specified in the question paper for both practical paper and non-practical paper.
- 18 Student has to write the answer in A4 size plain paper. At the beginning of writing the answer. Student must mention his/her name, University Regd. No. -Cum-Exam Roll No, subject, paper name on top of each additional page. Student must mention his/her University Regd. No/ Exam Roll No and must put page Sl. No. in the bottom of each page. (Black Ball Point Pen is to be used)
- 19 Print out materials of answer copy will not be accepted.
- 20 After completion of the examination time, student has to serially take photograph of all answer pages and make single .PDF file of each exam and send the same online to the respective college within 30 minutes of completion of the examination or follow your college instruction. Try to reduce the pdf file in maximum 6 MB and take clear photo of answer scripts for better evaluation. Ideal file name may be University Regd. No. -Cum-Exam. Roll No- Paper Type (example: if Core-14 Examination then: 180201069090001-C14.pdf) or as instructed by your college.

In Making pdf of answer scripts make sure that cover page will be the 1st page followed by rest pages with page numbering serially and Student's name and University Regd. No. & Cum-Exam Roll No. are also mentions on the top of the every page.

- 22 After sending answer scripts please verify your end that your answer scripts are delivered online to the college or not.
- 23 No single image of answer scripts allow.
- 24 If a student is unable to send the answer sheet by above means for any technical or other reasons, he/she can send the answer sheets by Speed Post to his/her college address, but university or colleges shall not be responsible for any misplacement or delay of the delivery of the post. In this case students are request to keep a backup photo copy of his/her answer copy with him.
- 25 The students should remain in contact with their college Principal, Department Heads, Mentor and Teachers.
- 26 In case the online option is not available to student, he/she can go to any nearby affiliated colleges under Utkal University for online exam. (If the centres are not affiliated to Utkal University, the examinee has to submit a written application before examination)

QUESTION PATTERN FOR ONLINE EXAMINATION

- 27 **A. PRACTICAL SUBJECTS -**
- Section-A for theory based practical question for 30 marks**
(10 Question x 3 marks)- (Answer in 20-30 words)
Practical questions will be set only from the theory component not from the practical component.
- Section-B for theory question for 50 marks**
(4 Question x 12.5 marks)- (Answer in 300 words)
- B. NON-PRACTICAL SUBJECTS -**
- Short question 40 marks
(8 Question x 5 marks)- (Answer in 20-30 words)
Long question 40 marks
(4 Question x 10 marks)- (Answer in 300 words)

- 28 Students those have practical subject Mention **Section-A** or **Section-B** on the top of the Answer Script while answering Section A or B.
- 29 Students are required to write the question name first then write the answer below.

Other Instructions

- 30 During the examination time some viral wrong messages / fake news regarding examination may be floated. In this case the principals/mentors /students are requested to ignore this messages and follow only the COE Mail and UUEMS Messages.
- 31 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 31st 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 e-mailed to student's parent college e-mailed only. The Mentor will ensure proper examination and receipt of answer sheets of such students.
- 32 Examinees needing scribe can also appear in the nearby college or at home as per their convenience and will be allowed extra time 20 minutes per hour of examination as per rule.
- 33 Colleges / department heads or teachers during exam can monitor or proctoring examinees through google meet or zoom ect. during entire exam if resource available in both end. During proctoring they may take screen shot or recoding of entire exam.



CONTROLLER OF EXAMINATIONS



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COVER PAGE OF ANSWER SHEETS (HOME BASED 6TH SEM.ONLINE EXAMINATION- 2021)

1.	Name of the Examination (put tick mark)	UG 6 th Sem (Regular/Back) Arts / Science / Commerce
2.	Name of the College	
3.	Semester	
4.	Subject	
5.	Paper Type	
6.	University Roll No.	
7.	Date of Examination	
8.	Date and time of submission of answer scripts	
9.	Whether Send by email or whatsapp or other	
10.	In Which Email ID / Whatsapp no the answer script sent.	

Declaration by student: All answers in the script are in my own handwriting and I have written from my memory. The answers given are not copy paste from any source.

Student's Signature

For office use only

Subject with Practical

	Marks Secured	Marks Obtained in Words
Full Marks Practical Paper (30)		
Full Marks Theory Paper (50)		

Subject without Practical

	Marks Obtained	Marks Obtained in Words
Full Marks Theory Paper (80)		

Signature of the Evaluator

୧୦. ପଢ଼ିଲା ଆବେଦନ ଉପରେ ୫ ଦିନର ମଧ୍ୟମ ବିଶ୍ୱାସ୍ୟତା ମହାବିଦ୍ୟାଳୟରୁ ପ୍ରଶ୍ନପତ୍ର ଉପାଦାନ କରି ଉପସ୍ଥାପନାରେ ସେମାନଙ୍କର ମହାବିଦ୍ୟାଳୟ କର୍ତ୍ତୃପକ୍ଷ କିମ୍ବା ସେଣ୍ଟର କି ଠାରୁ ପଢ଼ିଲା ପୂର୍ବରୁ ଗାଢ଼ ସଂପର୍କ । ଏଥିପାଇଁ ସେମାନେ UEMS Portal ମାଧ୍ୟମରେ ସଂପର୍କ ହୋଇ ନ ଥିବା କର୍ତ୍ତୃତ୍ୱୀୟ ଲକ୍ଷଣ କରାଯାଇପାରେ ।

୧୧. ଉପରୋକ୍ତ ପ୍ରକ୍ରିୟାରେ ଥିବା ସୂଚନା ଗ୍ରହଣ କରି ପଢ଼ିଲା ସମସ୍ତ ଲକ୍ଷଣ ସଂଗ୍ରହ କରି ।

୧୨- ପଢ଼ିଲା ପୂର୍ବରୁ ପ୍ରଥମେ ଆବେଦନ Cover Page ରେ କିମ୍ବା ନିଜ ନାମ କିମ୍ବା ଉପାଦାନ ପ୍ରଦାନ କରି ଉପସ୍ଥାପନା ପୂର୍ଣ୍ଣ ହେବା ପରେ ଉପକ୍ରମ ଧାରଣ କରି । ଏହାକୁ ଏକ A4 size କାଗଜରେ ସଂଗ୍ରହ କରି ପ୍ରଥମେ ପୂର୍ଣ୍ଣ ମିଳିତ ହୋଇ ନ, ବିକଳ ଥିବା ସମୟ ନାମ ସଂଗ୍ରହ କରି ।

୧୩. ପୂର୍ବରୁ ପ୍ରସ୍ତୁତ କାର୍ଯ୍ୟାଳୟର ନୋଟ୍ ଓ ପ୍ରଶ୍ନ, ସ୍ୱୀକୃତି କିମ୍ବା ଉପାଦାନ ଉପରେ ଉପାଦାନ ସଂଗ୍ରହ କାର୍ଯ୍ୟାଳୟ ପରିଷ୍କାର କରି ।

୧୪. ଏ ଲକ୍ଷଣର ପଢ଼ିଲା ସମସ୍ତ ସଂଗ୍ରହ ହେବାପରେ, ପ୍ରଥମେ ପୂର୍ଣ୍ଣ ସ୍ୱୀକୃତି କରି Single PDF ୫MB ଆକାର ଠାରୁ ଉପସ୍ଥାପନା ସଂଗ୍ରହ କରି ମହାବିଦ୍ୟାଳୟର e-mail ଥିବା balikuda.college@rocketmail.com କୁ ଠିକ୍ ସମୟରେ ପଠାଇବାକୁ ପଡ଼ିବ । PDF ଫାଇଲ୍ ନାମ ଉପରେ ଉପସ୍ଥାପନା ନାମ [ଉଦା: core-13, core-14, D-5-E-3] ।

୧୫. PDF ଫାଇଲ୍ ମହାବିଦ୍ୟାଳୟର ପୂର୍ଣ୍ଣକୃତ୍ୱୀୟ କରି ଉପସ୍ଥାପନା କରି ।

୧୬. ପଢ଼ିଲା ସଂଗ୍ରହ ପରେ କୋର୍ସର କାର୍ଯ୍ୟକ୍ରମ ସେହି ଉପସ୍ଥାପନାରେ ଉପସ୍ଥାପନା ମହାବିଦ୍ୟାଳୟ କୁ ପଠାଇବାକୁ ପଡ଼ିବ, ସେମାନେ Speed Post ମାଧ୍ୟମରେ ମହାବିଦ୍ୟାଳୟକୁ ପଠାଇପାରିବ । କିମ୍ବା ଉପାଦାନ ଜାକଜନିତ ବିକଳ କିମ୍ବା ବିକଳା ଉପରେ ମହାବିଦ୍ୟାଳୟ କିମ୍ବା ବିଶ୍ୱାସ୍ୟତା ଦାୟୀ ହେବ ନାହିଁ ।

୧୭. କେହି ଉପସ୍ଥାପନାରେ ଉପସ୍ଥାପନା କୋର୍ସର ଉପସ୍ଥାପନା ଓ online ସୁବିଧା ଉପରେ ଉପସ୍ଥାପନା ସେମାନେ ଉପକ୍ରମ ବିଶ୍ୱାସ୍ୟତାକୁ ଦ୍ୱାରା ଅନୁକ୍ରମିତ କୋର୍ସର ନିର୍ଦ୍ଦେଶ ମହାବିଦ୍ୟାଳୟକୁ ଉପସ୍ଥାପନା କରି ଉପସ୍ଥାପନା ପ୍ରାପ୍ତ କରି ଉପସ୍ଥାପନା ଅନୁକ୍ରମିତ କାର୍ଯ୍ୟକ୍ରମ ପଢ଼ିଲା ସଂଗ୍ରହ କରି ।

୧୮. ଉପସ୍ଥାପନାରେ ସେମାନଙ୍କ ମହାବିଦ୍ୟାଳୟ ଅଧ୍ୟକ୍ଷ, ବିଭାଗୀୟ ମୁଖ୍ୟ କିମ୍ବା ସେଣ୍ଟର ମାଧ୍ୟମରେ ସଂଗ୍ରହ ହୋଇପାରେ ହୋଇ ପାରିବ ।

