

**OFFICE OF THE PRINCIPAL
GOVERNMENT (AUTO.) COLLEGE, ANGUL**

NOTICE

No. 1257

Dt. 26.08.21

Odd Sem.(UG/PG/M.Com/MBA/IMBA) Exams-2021

GENERAL INSTRUCTION FOR STUDENTS

1. Odd Sem(UG/PG/M.Com/MBA/IMBA Examination 2021 will be held in online mode.
2. Question paper will be as per CBCS pattern .Details of the Question Pattern will be shared in Department WhatsApp groups and College Website.
3. Duration of Exam will be of 3 hours.
4. Question will be sent to Department Whatsapp groups by the HODs10 minutes before each Examination.
5. Answer sheet should not be more than 10pages.
6. Every student has to download "Doc scanner" app from Google Play Store to scan the answer sheets and make a pdf file.
7. 30 minutes extra time will be given for sending the answer sheet to the Department mail.
8. If any student fails to upload the answer sheet, he/she must contact his/her HOD immediately.
9. Guidance on the process of scanning, making a pdf file and sending the pdf file of the answer sheet will be given to the students by respective HODs.
10. If any student fails to attend the demo class and face any problem during online examination, his/her issue will not be entertained.

HOW TO WRITE THE EXAMINATION

1. Keep sufficient A4 Size paper ready to write your answer.
2. Draw half inch margin on the 4 sides of every page.
3. Write the Page Number on *the top right hand side* of every page.
4. Also write *your name, Exam. Roll No., Subject & Paper* on the *top right hand side below the page number* on every page of your answer sheet.

STEPS TO FOLLOW BEFORE SUBMISSION OF ANSWERSHEET

1. Arrange the pages of your answer sheet serially.
2. Scan all the pages of your answer sheet serially and clearly.
3. Make a PDF file of the scanned pages.
4. Give a name to your PDF file in the format- Roll Number-Subject-Paper(for example -18ENG001-ENGLISH-CORE-5).
5. Now the PDF file of your answer sheet is ready for submission.

HOW TO SUBMIT ANSWERSHEET

1. Open the PDF file of your answer sheet.
2. Select "**Share**" option.
3. Go to "**share a copy**".
4. Click on the **Gmail** icon.
5. Type the mail address/ID of your Department.
6. Click on "**Send**".
7. Go to your mail account and check the "**sent**" section to confirm that your file is sent.

Students are advised to follow the instructions strictly.

Nandini Pitt wadh
Principal 26/08/21

Principal
Govt. Auto. College, Angul