

SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK
CONTROLLER OF EXAMINATION CELL

INSTRUCTIONS TO THE CANDIDATES FOR ONLINE EXAMINATION

(6th Sem UG(Reg.)/4th Sem PG(Reg.)/2nd Sem UG and PG (Back)/4th Sem UG and PG (back)/2nd Annual
B.Ed(Reg.)

1. The candidates are required to provide their Name, Exam Roll number and e-mail ID in their respective **WhatsApp group created for examination purpose by HOD** of respective department on or before **18th Sept. 2020**.
2. Mode of examination: On-line (Both UG, PG and 2nd year B.Ed)
3. Full marks: (1) For Practical Subjects: 30(15x2)
(2) For Non-Practical Subjects: 40(20x2)
4. There will be no question carrying 1 or 2 marks.
One has to answer **only two questions** (Long / Short note type) out of **choices covering all units of Syllabus**.
5. **Time: 2Hours (10.30A.M. to 12.30 P.M)**(including downloading of question, answering ,scanning/ or taking photograph of answer script and sending to required e-Mail ID).For visually challenged students, one hour extra will be given.

- 6.The student is advised to keep the following ready before sitting for online examination:
 1. A LAPTOP/DESKTOP/ANDROID MOBILE (WITH NET FACILITY)
 2. A VALID e-Mail ID of own (preferably)/of any near one
 3. Scanner/ scanning App installed in android Mobile
 4. Net pack
 5. Keep the devices to be used charged before hand

- 7.The student has to send the answer script preferably in **pdf format**. In case one fails to do so, she may send in jpg format, i.e. she has to take a clearly visible photograph of each page and send it to the e-Mail ID given

- 8.The student is required to send the pdf/jpg format of answer script preferably from her own e-Mail ID provided to us. However, if one fails to mail from this e-Mail ID, she may send from any other e-mail, but subsequently she must inform the controller of examination through e-Mail addressed to sbwcontroller@gmail.com or in any of the mobile numbers given below.

- 9.In the worst case, if any one fails to send the answer script through e-mail, she has to inform to any of the numbers given below, and he/she will suggest the mode of sending answer script.

- 10.(a) The candidate will be given the soft copy/scanned copy of the question paper 10 minutes prior to the commencement of the examination in the **WhatsApp group** concerned and in the **Link** given in the college website. The link will be shared in the whatsapp group before commencement of examination.

(b) In case one fails to download the question paper in due time, she has to contact in any of the Mobile number given below:

11. The examination will be conducted in one sitting on the date mentioned in the programme.
12. The candidate has to answer the questions in her own hand writing using **BLACK BALL POINT** pen in **A4 size** paper.
13. The candidate has to write clearly the following information at the **top of the first page**.

Examination Roll No.: Subject: Date of Examination:	Regd. No.: Paper: Time:
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14. From the **2nd page onwards**, she must mention the following at the top of each page:

Examination Roll No.: _____
Subject: _____
Paper: _____

15. The answers are to be made using maximum **SIX** pages (both sides of 03 sheets of A4 size paper).
16. The student has to leave a margin of **one inch** on all sides of each page.
17. **Numbering of each page is a must.** One has to give numbers like 1/6, 2/6, 3/6....., 5/6,6/6 at the top of each side of the page. (A **sample copy** of answer script is enclosed for ready reference)
18. Answer to each question must be within **500 words**.
19. The answer script is to be uploaded and sent only to the e-mail Id of the department concerned (mentioned in the table below). It should reach the respective **inbox of e-Mail ID** by **12.30P.M** positively. After sending in e-mail, one should get herself confirmed whether it has been delivered or not in the "sent mail" box.

Sl.No.	Department	email-ID
1	Anthropology	sbanthropology2020@gmail.com
2	Economics	sbeconomicsugpg2020@gmail.com
3	Education	sbeducationugpg2020@gmail.com
4	English	sbenglishugpg2020@gmail.com
5	Hindi	sbhindiugpg2020@gmail.com
6	History	sbhistoryugpg2020@gmail.com
7	Home Science	sbhomescienceugpg2020@gmail.com
8	Lib& inf Science	sblibsug2020@gmail.com
9	Math(S/A)	sbmathug2020@gmail.com
10	Odia	sbodiuugpg2020@gmail.com
11	Philosophy	sbphiloupg2020@gmail.com
12	Political Science	sbpolsugpg2020@gmail.com
13	Psychology	sbpsyugpg2020@gmail.com
14	Sanskrit	sbsanskrit2020@gmail.com
15	Sociology	sbsocugpg2020@gmail.com
16	Urdu	sburduug2020@gmail.com
17	COMMERCE	sbcommerceug2020@gmail.com

18	Botany	sbbotany2020@gmail.com
19	Chemistry	sbchemug2020@gmail.com
20	Computer Science	sbcompsscience@gmail.com
21	Physics	sbphysics2020@gmail.com
22	Zoology	sbzooology2020@gmail.com
23	B.Ed	bed.sbwc@gmail.com

20. The candidate has to scan or take the photo of all the pages of the Answer Script and make a **single file pdf** of it, and give the **file name** using **examinationrollno.pdf**

Example of file name : UGS19MAT001.pdf/PG19SAN001.

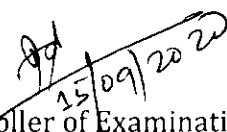
21. The answers in the softcopy must be clearly visible.

22. *Students 2017 and/or 2018 Admission batch(UG and PG)* who have filled up forms to appear **BACK PAPER** examinations,2020 have to make a **WhatsApp group in consultation with the HODs of respective departments** and add the Controller of Examination of the college(**8144126384**)

For any query contact in the following mobile numbers:

Mobile No.

8144126384, 8093895815, 9124223401, 9437061803, 9861734546, 9437355141


Controller of Examinations
Shailabala Women's (Auto.) College, Cuttack

Examination Roll No.	Regd. No:
Subject:	Paper:
Date of Examination:	Time:

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Examination Roll No.

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