

**SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK**  
**CONTROLLER OF EXAMINATIONS CELL**

**INSTRUCTIONS TO EXAMINEES FOR ONLINE EXAMINATION**

The candidates appearing the End-semester/ Final Year Online examinations are to follow the following instructions scrupulously.

1. Examinations will be held in online mode. Soft copies of the Question papers will be posted in the students' WhatsApp groups concerned, by the HODs / Co-coordinators of the departments, and simultaneously the same will also be uploaded in the link "**online form fill up-2021**" provided in college website [www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in) 15 minutes before the commencement of the examination.
2. Candidates are required to give their attendance from 10.00AM onwards by writing and posting in the Whatsapp Group of their respective departments.

Present- University Roll No- Name-
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3. Answer should be written legibly using **black ball point pen**. **Only 4 sheets of A4 size papers are allowed to write answers of the questions. ½ inch margin is to be left from all sides. Answers are to be written on both sides of the paper.**
4. Write your **Univ. Roll No., Regd no., Date of Exam, paper** on the top of first page of the Answer Scripts. **Roll no. and Paper name** must be written in each page of the Answer Script. **Page no** must be written in top right corner of each page.
5. After completion of the examination, scan the papers serially (from page 1 to last page) using **clear scanner, doc scanner and adobe reader or any other scanners**.
6. Then make a single .pdf file of all pages. **Name the pdf file mentioning Exam roll No and paper name (Example: UGS18PHY001-C13, UGA18ECO-C14, UGC18ACC-DSE3, PG19HIS002-HC8, PG19SOC005-CE3, PG19HSC005-CE4, PG19ODI008-OE2).**
7. Then send the above pdf file as an **attachment** to the e-mail Id concerned given in the following table. Preferably from your registered email ID/ e-mail Id of any friend/relative. **It should reach the inbox of e-mail Id concerned within 30 minutes of completion of examination.** (Multiple files for a single paper shall not be accepted). If you fail to send the e-mail, then you may send the pdf file in 8338800946 WhatsApp number.

**Table**

<b>Sl.No.</b>	<b>Department</b>	<b>email-ID</b>
1	Anthropology	<a href="mailto:sbanthropology2020@gmail.com">sbanthropology2020@gmail.com</a>
2	Economics	<a href="mailto:sbeconomicsugpg2020@gmail.com">sbeconomicsugpg2020@gmail.com</a>
3	Education	<a href="mailto:sbeducationugpg2020@gmail.com">sbeducationugpg2020@gmail.com</a>
4	English	<a href="mailto:sbenglishugpg2020@gmail.com">sbenglishugpg2020@gmail.com</a>
5	Hindi	<a href="mailto:sbhindiugpg2020@gmail.com">sbhindiugpg2020@gmail.com</a>
6	History	<a href="mailto:sbhistoryugpg2020@gmail.com">sbhistoryugpg2020@gmail.com</a>
7	Home Science	<a href="mailto:sbhomescienceugpg2020@gmail.com">sbhomescienceugpg2020@gmail.com</a>
8	Lib& inf Science	<a href="mailto:sblibscug2020@gmail.com">sblibscug2020@gmail.com</a>
9	Math(S/A)	<a href="mailto:sbmathug2020@gmail.com">sbmathug2020@gmail.com</a>
10	Odia	<a href="mailto:sbodialogpg2020@gmail.com">sbodialogpg2020@gmail.com</a>
11	Philosophy	<a href="mailto:sbphilougpg2020@gmail.com">sbphilougpg2020@gmail.com</a>
12	Political Science	<a href="mailto:sbpolscugpg2020@gmail.com">sbpolscugpg2020@gmail.com</a>

13	Psychology	<a href="mailto:sbpsyugpg2020@gmail.com">sbpsyugpg2020@gmail.com</a>
14	Sanskrit	<a href="mailto:sbsanskrit2020@gmail.com">sbsanskrit2020@gmail.com</a>
15	Sociology	<a href="mailto:sbsocugpg2020@gmail.com">sbsocugpg2020@gmail.com</a>
16	Urdu	<a href="mailto:sburduug2020@gmail.com">sburduug2020@gmail.com</a>
17	Commerce	<a href="mailto:sbcommerceug2020@gmail.com">sbcommerceug2020@gmail.com</a>
18	Botany	<a href="mailto:sbbotany2020@gmail.com">sbbotany2020@gmail.com</a>
19	Chemistry	<a href="mailto:sbchemug2020@gmail.com">sbchemug2020@gmail.com</a>
20	Computer Science	<a href="mailto:sbcompscience@gmail.com">sbcompscience@gmail.com</a>
21	Physics	<a href="mailto:sbphysics2020@gmail.com">sbphysics2020@gmail.com</a>
22	Zoology	<a href="mailto:sbzooology2020@gmail.com">sbzooology2020@gmail.com</a>
23	B.Ed	<a href="mailto:bed.sbwc@gmail.com">bed.sbwc@gmail.com</a>

8. **After sending the answer script, write & post in the Whatsapp group the following:**

Answer scripts Submitted-  
University Roll No-  
Name-

9. In case of any problem faced, immediately bring it to the notice of your mentor/HoDs/  
Co-ordinators/Controller of Examinations/Dy. Controller of Examinations.

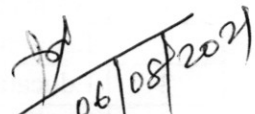
10. **Contact Numbers:**

Dr. A.K. Nayak, Controller of Examinations -8144126384

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Sri B.K. Behera, Dy. Controller -9124223401 } For 6<sup>th</sup> Sem. UG

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06/08/2021  
Controller of Examinations  
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