

### **GENERAL INSTRUCTION TO THE EXAMINEES FOR ONLINE EXAMINATION -2021**

Keeping in view COVID-19 pandemic special examinations shall be conducted now through **online mode** to avoid mass gathering of students.

The Examinee is to Download Blank A4 Answer Script from college website / through this link **(DOWNLOAD BLANK ANSWER SCRIPT)** and Xerox required by him/her for all examinations (Mid Term, Term End and Practical Examinations).

#### **Instructions for Mid Sem Examinations:**

All Mid Semester Examinations question papers will be uploaded by controller in College website and sent to the HODs and Coordinators through Whatsapp number. The examinee is either to download it from website or the question paper is to be sent to examinees through whatsapp group by HODs / Coordinators.

The Examinee is to answer one long question in Specified Blank Answer Scripts within 300 words. The duration of time is 45 minutes and full marks 20/10.

Scan the answer scripts page wise through **PAPER SCANNER** (Indian App) or **ADOBE SCAN** preferably, bind all the pages in a single file and rename it as **your roll no and paper name (e.g. – 5901NA17001-CC13)** and send the file in **PDF format (not more than 10 MB)** only through email to HODs and Coordinator and copy to **controller@ngraucol.ac.in** within 30 minutes of the completion of examination time. Other file format will not be uploaded. **Answer script file beyond the stipulated time will not be valued.**

#### **Instructions for Term End (Practical/Project) Examinations:**

All practical question papers will be supplied by the HODs/ Coordinators to examinees of their Departments. The duration of time is 2 hours and a full mark is 30. The internal examiner appointed by the HODs will conduct examination (Division of Marks: Experiment-20, Record-5 & Viva-5).

The examinee is to write the answer in specified answer scripts within stipulated time schedule.

Scan the answer scripts page wise through **PAPER SCANNER** (Indian App) or **ADOBE SCAN** preferably, bind all the pages in a single file and rename it as **your roll no and paper name (e.g. – 5901NA17001-CC13)** and send the file in **PDF format (not more than 10 MB)** only through email to Internal Examiner within 30 minutes of the completion of examination time. Other file format will not be uploaded.

**Answer script file beyond the stipulated time will not be valued.**

Internal examiner is to send the practical valued answer scripts to the controller mail **controller@ngraucol.ac.in**.

Project evaluation will be conducted in virtual mode with direct supervision of HOD/Coordinator of concerned department. Mode of evaluation will be intimated by the controller through whatsapp.

#### **Instructions for Term End (Theory) Reg/Back Examinations:**

All the Examinations (**6Th Semester Reg/Back, 1ST, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> and 5<sup>th</sup> Semester Back, 4Th Semester P.G Reg/Back, 2<sup>nd</sup> Semester P.G. Back Examination**) 2021 will be conducted as per the programme notified.

As per the UGC and Govt. guide lines the candidate who is unable to appear to this on line mode examination may appear the examination being present in the examination hall (Offline mode) during December, 2021 if COVID-19 situation improves.

**Pattern of Question Papers for Practical subject(s):**

**(Total Marks=50)**



- a. Five short questions carrying 4 marks each with 50 words. (5x4= 20 marks)
- b. Three long questions carrying 10 marks each with maximum of 300 words (3x10=30 marks)

**Pattern of Question Papers for Non-Practical subject(s):** (Total Marks=80)

- a. Five short questions carrying 4 marks each with 50 words. (5x4= 20 marks)
- b. Three long questions carrying 20 marks each with maximum of 300 words (3x20=60 marks)

**Pattern of Question Papers for Non-Practical subject(s):** (Total Marks=70)

- a. Five short questions carrying 4marks each with 50 words. (5x4= 20 marks)
- b. Three long questions with maximum of 300 words as per mark specification (17+17+16)=50 marks)

**Pattern of Question Papers for Non-Practical subject(s):** (Total Marks=40)

- a. Five short questions carrying 2marks each with 50 words. (5x2 = 10 marks)
- b. Three long questions carrying 10 marks each with maximum of 300 words (10x3=30 marks)

The examinee is to answer the questions within stipulated word otherwise marks will be deducted.

Duration of the examination per paper is **two hours**.

Question papers will be displayed in the college website before 5 minutes of examinations start when a student put his/her roll no and other information in the box provided. (If any student faces any difficulty for getting question paper he/she will contact to their respective HOD/Coordinator to resolve the problem or download the question papers from college website.

**Steps to appear online examinations:**

- a. Log on to our college website [www.ngrautocol.ac.in](http://www.ngrautocol.ac.in)
- b. Click on **Online Examinations 2021**
- c. Read the instructions carefully and click on **Agreeto** appear the examination.
- d. Put your **Exam Roll No, Class Roll No and Date of Birth** in the appropriate box to validate the eligibility and hit on **submit** button.
- e. If your details (**Name, Stream, Hons/Subject**) appears correctly click on **question papers**.
- f. Use **A4 size Blank Answer Script white paper** to answer the questions in **black ball point pen**.
- g. **Name of Exam, Examinations Roll No, Subject and Paper name, sitting and Date of Exam** must be written **on the top** and **page no** of each Answer scripts must be written **on the bottom** of the script. The answer scripts without this information on every page will not be evaluated.
- h. **The examinee is to write the answer in answer scripts within specified words (long questions -300 words and short question-50 words).** Mark will be deducted if examinee answers the question beyond the specified words.
- i. Scan the answer scripts page wise through **PAPER SCANNER** (Indian App) or **ADOBE SCAN** preferably, bind all the pages in a single file and rename it as **your roll no and paper name** (e.g. – 5901NA17001-CC13) and **upload** the file in **PDF format (not more than 10 MB)** only in the website or Share the answer script file through email: [controller@ngrautocol.ac.in](mailto:controller@ngrautocol.ac.in) within 30 minutes of the completion of examination time. Other file format will not be uploaded. **Answer script file beyond the stipulated time will not be valued.**
- j. Difficulties if any, **contact your HOD/ Mentor** for immediate help.



Stream	Department	Name of the HOD/Coordinator	Phone No
Arts	Economics	Dr. D. K. Mishra	9438030628
	Education	Mr. G. B. Nayak	9556745700
	English	Mr. S. P. Dash	9437056865
	History	Sk. Esque	8917499699
	Odia	Dr G. C. Dash	9937468050
	Philosophy	Mr. P. K. Dash	9090817629
	Political Science	Mr. A. Mishra	9439752030
	Psychology	Dr. A. Panda	8917357895
	Sanskrit	Mr. R. Sahoo	9692984524
	Sociology	Mrs. P. R. Mishra	9777017949
Science	Botany	Dr. J. N. Dash	9937893154
	Chemistry	Mr. B. K Swain	7008936372
	Physics & Electronics	Mr. H. S Pattanaik	9437287261
	Mathematics	Mrs. S. Mishra	7008830984
	Zoology	Mr B. B. Behera	9439586976
	Computer & ITM	Mr. M. K. Hota	9937642721
Commerce	Commerce	Mr. B. D. Gouda	9437628871
P G	MSW	Mr. S. P. Dash	9437056865
	Commerce	Dr. L. D. Sahoo	9437516312
	Odia	Dr. G. C. Dash	9937468050

The Mentees can consult to their Mentor problem if any face in examination matter. The list of mentor and Mentees is uploaded in the college website [www.ngrautocol.ac.in](http://www.ngrautocol.ac.in).

Contact US :

Controller of Examinations: Dr J. N. Dash, Mob No: 9937893154

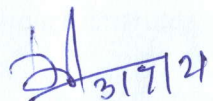
Email id: [controller@ngrautocol.ac.in](mailto:controller@ngrautocol.ac.in), [ngrcolprincipal@gmail.com](mailto:ngrcolprincipal@gmail.com)

Dy. Controller of Examination : Mr. B. D. Gouda : 9437628871

Mr. B. B. Behera : 9439586976

Dr. P. K. Acharya : 8280122513

  
Principal  
03.07.21  
Nayagarh Autonomous College

  
Controller of Examinations  
Nayagarh Autonomous College