

## **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 and Xerox required by him/her for all examinations (Mid Term, Term End and Practical Examinations).**

**The Examinee is to write on front side of the Answer script only.**

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

MID SEMESTER (1<sup>st</sup> Sem UG/PG) Examinations question papers will be provided by the HODs through whatsapp group. The Examinee is to answer one long question in Specified **Blank Answer Scripts** within 500 words. The duration of time is 60 minutes and full marks 20 (Non Practical Subject) & 15 (Practical Subjects).

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 within 30 minutes of the completion of examination time. **The examinees are required to submit the Hard copy of Answer scripts to the Heads of their Department within one hour of Examination is over. Answer script file beyond the stipulated time will not be valued.**

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

All practical question papers will be supplied by the HODs to examinees of their Departments. The duration of time is 2 hours and a full mark is 25. The internal examiner appointed by the HODs will conduct examination (Division of Marks: Experiment-15, 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](mailto:controller@ngraucol.ac.in).

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

**3rd Semester Reg Examinations 2021** will be conducted as per the programme notified.

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

**(Total Marks=60)**

- |   |                        |
|---|------------------------|
| a. Four short questions carrying 02 marks each with 20 words. | <b>(2x4= 08 marks)</b> |
| b. Four short questions carrying 03 marks each with 30 words  | <b>(3x4=12 marks)</b>  |
| c. Four short questions carrying 04 marks each with 50 words  | <b>(4x4=16 marks)</b>  |
| d. Three long questions carrying 08 marks each with 300 words | <b>(8x3=24 marks)</b>  |

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

**(Total Marks=80)**

- |   |                        |
|---|------------------------|
| a. Six short questions carrying 02 marks each with 20 words.  | <b>(2x6= 12 marks)</b> |
| b. Four short questions carrying 04 marks each with 30 words  | <b>(4x4=16 marks)</b>  |
| c. Five short questions carrying 05 marks each with 50 words  | <b>(5x5=25 marks)</b>  |
| d. Three long questions carrying 09 marks each with 300 words | <b>(9x3=27 marks)</b>  |

**Pattern of Question Papers for Odia/Sanskrit/English: Traditional pattern (Total Marks=80)**

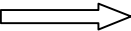
The examinee is to answer the questions within stipulated word otherwise marks will be deducted.

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

**Question papers will be displayed in the college website before 5 minutes of examinations start.**

Examinees are required to download the question paper from the website to appear the concerned examination. If any student faces any difficulty for getting question paper he/she will contact to their respective HOD to resolve the problem.

**Steps to appear online examinations:**

- Log on to our college website [www.ngrautocol.ac.in](http://www.ngrautocol.ac.in)
- Click on **Examination**  **Online Examinations 2021**
- Click on **question papers and download the concerned question paper.**
- Use **A4 size Blank Answer Script white paper** to answer the questions in **black ball point pen.**
- 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.
- The examinee is to write the answer in answer scripts within specified words.** Mark will be deducted if examinee answers the question beyond the specified words.
- 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 Share the answer script file through email of respective HODs within 30 minutes of the completion of examination time. **Answer script file beyond the stipulated time will not be valued.**
- The examinees are required to submit the Hard copy of Answer scripts to the Heads of their Department within one hour of Examination is over.**
- Difficulties if any, **contact your HOD/ Mentor** for immediate help.

Stream	Department	Name of the HODs	Phone No	Email id
Arts	Economics	Dr. D. K. Mishra	9438030628	dilipkumarmishra2006@gmail.com
	Education	Mr. G. B. Nayak	9556745700	golisircemioticngr@gmail.com
	English	Mr. S. P. Dash	9437056865	shibaprasad.ngrcol@gmail.com
	History	Sk. Esque	8917499699	skesaque786@gmail.com
	Odia	Dr G. C. Dash	9937468050	gobindadash1962@gmail.com
	Philosophy	Mr. P. K. Dash	9090817629	pkdashphilosophy@gmail.com
	Political Science	Mr. A. Mishra	9439752030	adityamishra9870@gmail.com

	Psychology	Dr. A. Panda	8917357895	abhijitpanda76@gmail.com
	Sanskrit	Mr. R. Sahoo	9692984524	rabindras257@gmail.com
	Sociology	Mrs. P. R. Mishra	9777017949	mishrapusparani1965@gmail.com
<b>Science</b>	Botany	Dr. J. N. Dash	9937893154	dashjanakinath@gmail.com
	Chemistry	Mr. B. K Swain	7008936372	bijoyswain62@gmail.com
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	Computer & ITM	Mr. M. K. Hota	9937642721	sathujanmejaya@gmail.com
<b>Commerce</b>	Commerce	Mr. B. D. Gouda	9437628871	ngr.hod.commerce@gmail.com

The Mentees can consult to their Mentor problem if any face in examination matter .

**Contact US :**

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

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

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Mr. B. B. Behera : **9439586976**

Dr. P. K. Acharya : **8280122513**

**Principal**  
**Nayagarh Autonomous College**

**Controller of Examinations**  
**Nayagarh Autonomous College**