

# SAMBALPUR UNIVERSITY



JYOTI VIHAR, SAMBALPUR (ODISHA)-768 019

No. 1554 /COE

Dated the, 10/9/2020

From

The Controller of Examinations

To

The Principals of all affiliated colleges (+3 degree) under Sambalpur University

Sub.: Guidelines for conducting +3 Sixth Semester (Arts/Science/Commerce)(Regular/Back) Examinations, 2020

Madam/Sir,

In compliance with the instructions contained in the Government letter no. 28335 dtd. 2/9/2020 and on the basis of deliberations made in the meeting of the Principals held on 7/9/2020 and 8/9/2020 in the presence of Hon'ble Vice-chancellor and Regional Director of Education, Sambalpur, the following guidelines will be followed for Under Graduate 6<sup>th</sup> Semester Examination, 2020.

## A. SPECIAL INSTRUCTIONS

1. Covid-19 guidelines issued by Government and UGC from time to time are to be followed strictly during the whole process of examination and valuation.
  - a) Preventive measures like use of hand wash/sanitizer, compulsory use of face mask, maintaining social distancing, regular disinfection etc. are to be undertaken scrupulously while conducting examination
  - b) There should not be over-crowding of students and staff members during examinations. Taking the social distancing into account, the sitting plan is to be scheduled by the authority.
  - c) Students must be informed about the examination schedule and they may be instructed to come with face mask and their own water bottle and hand sanitizer.
  - d) Principals are requested to keep requisite number of Thermal Scanner(s) as per need for scanning of body temperature of the examinees and invigilators before entering in the examination hall
  - e) All classrooms/laboratories must be disinfected before commencement of the examination
2. Colleges are requested to complete the whole process of evaluation and posting of marks latest by 15<sup>th</sup> October, 2020 without fail.
3. Colleges should make ready all the required infrastructure like Computer, Printer, Paper, Internet Connectivity etc. along with power backup to meet the emergency.

## B. CONDUCT OF EXAMINATION

1. The examination will be held in blended mode i.e. both offline and online. Students opting for online mode or offline mode will appear all papers of the examination in same mode. No switchover is allowed
2. Only examinees, who have filled up forms and have issued with a valid Admit Card should be allowed to appear the examination
3. For students opting for online mode

Colleges will put up a notice for wide circulation asking the students to submit an option-cum-undertaking form preferably through email, writing that

  - a) S/he wants to appear at the examination in online mode through email id.
  - b) S/he will not forward either the question or the answer to any other email id or media
  - c) S/he will not adopt any kind of mal-practice
4. The timing, duration and questions for both on-line and off-line mode will remain the same
5. Questions in softcopy will be emailed to students (a group of email ids should be stored separately for Arts/Science/Commerce for quick communication) 15 minutes before the

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schedule commencement time of the examination marking a copy "CC" to [coesuniv@gmail.com](mailto:coesuniv@gmail.com) for record.

- Students will write their answers using A4 size paper (writing should be on one side only for a clear photograph).
- The following information should be clearly mentioned on top of the Answer Sheet in **EACH PAGE**. Candidates are advised to keep ready all the information on sheets before start of examination.

Name of the Semester & Year		
Roll Number	Registration Number	Registered Email Id
Paper Code (as per Program)	Subject	Date of Examination
Page Number / Total Page	Full Signature of the Candidate	

- At the end of the examination time, the answer sheets should be converted in to soft copies (only pdf or jpg format will be accepted) either by scanning or photograph (preferably one file) and email it back to college in the same email address from which they have received the question, within 30 minutes.
- The Answer Scripts sent by the student should be downloaded and kept in separate folders designated by roll numbers.
- These Answer Scripts can be evaluated in softcopies itself or by taking a printout.
- Colleges will compulsorily conduct a trial run of the entire online process for proper execution mainly to establish the communication between college email id and student's email id for questions & student's answer. An online mock test can be taken during the trial run.
- In all examination sittings, softcopies of the questions will be mailed to the college before 45 minutes. The college will get printout of questions as per their offline examinee strength. For online students the same softcopy will be forwarded to the registered email ids of students, stored during the trial run, before 15 minutes.
- Except tagged colleges, all degree colleges will be examination centers and Principal/Principal in-charge will act as center superintendent.
- Tagged colleges are requested to contact their examinations centre immediately and extend all kinds of cooperation and support for conduct of examination and evaluation of Answer Scripts whatever the Centre Superintendent may require.
- Colleges may decide on the schedule and method of practical examination (if not yet held) as per their student strength and students' convenience by appointing external examiners from nearby colleges as far as possible. The practical examination can be held any time before commencement of theory examination and must complete on or before 12<sup>th</sup> October, 2020.
- At the end of the total online examination, the candidates will send all the answer sheets (stapled paper-wise) in one envelope by speed post to the Principal of their college failing which his or her results will be withheld.

### C. EVALUATION

- In order to avoid movement of man and material during the pandemic time and to meet the October 31<sup>st</sup> date-line for publication of results, it is decided that the valuation of answer scripts of a college will be done in the same college.
- The principals are requested to get the answer scripts (both offline and online) evaluated and marks uploaded online as early as possible i.e. latest by 15<sup>th</sup> October, 2020. Evaluation should be done by examiners appointed by the Principals from the teaching staff of nearby colleges as far as possible.
- Examination and Valuation can be conducted simultaneously to facilitate early completion of valuation work

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#### D. UPLOADING OF MARKS

1. After evaluation, marks will be uploaded through DEO login of "Lokseba-Adhikar" web-portal on day to day basis.
2. It will be the joint responsibility of the concerned examiner and the DEO for proper entry of marks.
3. Marks are to be entered on day to day basis. Do not forget to save after entering the marks. After completion of total entry process the marks can now be submitted. Please, remember if any mark field is left blank then saved marks from the college can not be submitted. Absent Candidates should be marked "AB". Candidates booked for Mal-practice should be marked "MP".
4. The web-portal will remain open up to **12 MIDNIGHT OF 15<sup>TH</sup> OCTOBER, 2020**. After this, the processing of result will start. The results of colleges failing to upload their marks by the scheduled time cannot be processed. Hence, colleges are advised to complete the work before 12<sup>th</sup> October to avoid last minute rush.

#### D. SUBMISSION OF MARKFOILS/VALUED ANSWER SCRIPTS

1. After online entry & submission of marks, print out can be taken and this print out along with original mark foils duly signed and sealed by the examiner will be submitted to the Principal.
2. The Principals will submit the sealed packets of mark foils to the nearest Nodal Center, who in turn will submit the same to University through special messenger by 30<sup>th</sup> October, 2020 (the list of Nodal Centre will be communicated in due course)
3. Valued Answer Scripts will be handed over to the Principal by the examiner immediately after uploading and verifying the marks.
4. Valued Answer Scripts/Softcopies will be sealed/password protected and retained in the custody of the Principal till further instruction
5. Any of the Answer Scripts/Softcopies including those awarded with more than 90% of total marks, may be re-examined by the University, if necessary

**WHOLE HEARTED COOPERATION FROM ALL THE PRINCIPALS, OTHER MEMBERS OF THE FACULTY AND NON-TEACHING STAFF OF THE COLLEGE IS HIGHLY SOLICITED**

  
Controller of Examinations

Memo No. 1555 /COE

Dated the, 10/9/2020

Copy forwarded for information and necessary action

1. All Syndicate Members
2. P.A. to Vice-chancellor
3. P.A. to Registrar
4. All Officers
5. Section Officer, Diary Section
6. Controller of Examinations Unit / Assistant Controller of Examinations
7. University Computer Centre
8. Five (05) spare copies each to EG-III section / EC-III section

  
Controller of Examinations