

# PRANANATH COLLEGE AUTONOMOUS, KHORDHA

## NOTICE

NO-Ec 1933(Auto)/21

Dated-07.09.2021

It is notified for all concerned that keeping in view to COVID 19 Pandemic **1<sup>ST</sup> Semester Mid - Term Regular Exam. (2020Adm.Batch)** shall be conducted through **Online mode** to avoid mass gathering of students in the college campus.

### Instructions to the Candidates

1. The 1<sup>st</sup> Sem Regular (2020 Adm.Batch) candidates have to enroll themselves to the WhatsApp groups created by the concerned departments.
2. The question papers to the candidates will be provided through their WhatsApp group 10 minutes prior to the commencement of the examination.
3. In case of not receiving the question paper in due time, the candidates have to make a call to their respective mentors/HODs, the list of which is uploaded in the college website.
4. The examination date and time will be uploaded in the college website.
5. The candidate has to download the blank answer script sent through the College Website and make spotless Xerox copies in A4 Paper (Single side only) as per his/her requirement, sufficient ahead of the commencement of the examination. The answer script should contain maximum 12 pages excluding the first cover page in each paper. In practical and Mid Term exams it is restricted to 03 pages only.
6. The duration of the examination shall be of two hours.
7. The candidate has to answer the questions in his/her own legible handwriting using **BLACK BALL POINT Pen** only in the space provided in the answer script (Do not write outside the margin).
8. Each page is to be numbered in the space provided in the bottom of the answer script, like 01/12, 02/12, ..... 12/12 and for practical and Mid Term exams, 01/03, 02/03 & 03/03.
9. After the examination is over the candidate has to scan each page of the answer script serially and make a single PDF file (**The name of the file should be their Examination Roll Number**) and send it to the e-mail ID provided to them in their WhatsApp Group within 30 minutes after the completion of the examination. The answer scripts will not be accepted if sent other than PDF form. The subject in the mail must be the Examination Roll No. of the candidate.
10. The practical examination is scheduled to be held in two phases i.e. written (10AM To 11 AM) and viva-voce (11AM To 1PM) The questions will be sent one hour before the commencement of the viva-voce exam. The answer script must be sent to the concerned internal examiners of the department before start of viva-voce. The via-voce will be conducted as per scheduled practical programme.

**NOTE: The answer scripts sent beyond the stipulated time will not be entertained.**

  
Controller of Examinations

  
Principal