

Dr.Ambedkar Government Arts College (Autonomous)

Instructions to the students for writing April 2020 end semester examinations through online (21/9/2020 to 26/9/2020)

Dear students kindly extend your cooperation for the successful conduct of April 2020 end semester examinations for the final year students and kindly bear the inconvenience caused if any due to COVID 19 pandemic

General instructions:

1. The examinations will be conducted only for current year final semester of UG/PG degree students and course completed students having arrears in their final semester.
2. The time duration of examinations will be for 90 minutes. Question paper pattern will be similar to the previous semester. But more choices will be given in each section to the students to complete the exam before 90 minutes **(Maximum 50 marks)**.
3. The question paper will be available in the college website. The student who is not able to download questions can contact the head of department/ tutor.
4. The question papers are available in the college website during the examination dates from 9.30 a.m. to 11.30 a.m. Exam duration is for 90 minutes (10.00 am and 11.30 am).
5. Use only A4 size paper and write the examination strictly within 18 pages.
6. The students must write their Register number, degree, subject title, subject code, date, total page number and signature of the student in the first page **(Refer annexure 1)**.
7. The student must write page number, register no, subject code and signature in right hand side of all pages (from page 2 to page 18) **(Refer annexure 2)**
8. The students must write the examination in blue or black pen and not allowed to type answer papers.

Instructions to Students follow after completion of the examination

1. The students must check, whether the register number, subject code, page number and signature are available in the top of the answer script in each and every page.
2. Scanned Image of the scripts should be converted into single pdf file and should be named as follows "Register Number - Subject Code.pdf" For example **"(1713031071000- 17UND631.pdf)**.

3. After completion of the examination, each and every page should be scanned and mail it to the mail id provided by the Head of department/ Nodal officer. Before uploading the answer scripts check whether the pages are in the ascending order.
4. The student should upload the answer scripts only in the pdf formats.
5. The students are permitted to upload 18 pages only.
6. The students should upload the answer scripts within 3 hours after completion of the examination (before 2.30 pm on the day of examinations).
7. After completing the uploading of the answer scripts, the students should confirm of uploading the answer script to their Nodal officer through WhatsApp/SMS.
8. The students are instructed to keep safe custody of their original answer sheets till publication of results of final end semester.
9. If the students do not have the facilities to upload the answer scripts, then they are instructed to send the same in a cloth lined cover by speed post with acknowledgement to the address provided by Head of department/ Nodal officer on the exam day itself before 2.30 pm. The speed post ET number should be sent to the nodal officer through WhatsApp/SMS immediately.

*_*_*_*

