

OFFICE OF THE PRINCIPAL, BHIMA BHOI COLLEGE, RAIRAKHOL

DIST: SAMBALPUR

URL: <http://www.bhimabhoicollege.org> Email: bhimabhoicollegerrk@yahoo.co.in

No.86/ Date.18.08.2021

This is for the information of all concern that +3 Third semester Arts/Sc(Reg./Back) examination 2021 will be conducted from 4th September 2021 as per the Programme & guidelines issued by the University vide Order No-2253/EC-II dated 11/08/2021 No. 02650/EG-II Dt.10.08.2021. respectively . During the process of examination the following standard procedure shall be strictly adhered to.

STANDARD OPERATING PROCEDURE

1. The examination (Internal/Practical/Theory) will be held in online mode only
2. Students who have filled up forms and are issued valid online admit card will be allowed to appear examination. They are directed to fill up and submit the Registration Form annexed with this notice on or before 21st August 2021.
3. College has created a small group taking total number of examinee of a department and appointed HOD or Teaching staff of the department authorized by the HOD as the mentor of respective department or group. The mentor will guide the students under their charge in all respect and ensured that all students appear the examination properly. They will also ensure that the answer sheet from the mentees has received by the college within the time frame. The same may kindly be reported to the principal or chief mentor after the end of each sitting.
4. All mentors are requested to undertake an orientation programme with their students to give proper training regarding the process of examination prior to the first trial run i.e. on or before 24th August 2021 .5. All the mentors shall remain present in the college till the examination process is over on the day of examination starting from sending the question papers till to the receiver of answer sheet by the college.
6. College has also appointed to *Sri Akshaya Kumar Kar, Reader in History* as a Chief Mentor to coordinate the whole process of the examination/ evaluation/uploading of marks for all students of the college. The DEO will assist to the Chief Mentor till the total procedure is over.
7. For the online examination students of Arts/Sc faculty are directed to note down the following email id and WhatsApp number for their use created by the college for examination purpose only.
Email id - bbcrrk3rdsemexam2021@gmail.com
WhatsApp Number: Departmental Mentor.
8. Students are directed to send their online Registration Form duly filled in by them to the aforesaid mail through their valid email ID. The valid email ID (Preferably GMAIL) of own and it must show his/her name mentioned in HSC Certificate.
9. Web portal for uploading the regular Internal/ Practical / Theory Marks will open from 15.09.2021 to 30.09.2021.

10. Students must inform their mentor if they face any problem in the process.
11. For error free execution of examination final trial run will be held from 01.09.2021 to 03.09.2021.
12. Students are advised to download their admit card from their respective email or departmental WhatsApp group.
13. Students are directed to mentioned the following information clearly on the top of the answer sheet in each page. They are advised to keep ready all the information on sheet well in advance before the start of examination.

NAME OF THE SEMESTER & YEAR :			
+3 THIRD SEMESTER (REGULAR/BACK/IMPROVEMENT) UNIVERSITY EXAMINATION 2021			
University Roll No.	Registration No.	Registered Email ID	
Paper Code (As per Program)	Subject:	Date of Examination:	Page Number/ Total Page (Maximum limitation 6 pages)

14. Question paper will be sent to the examinee before 15 minutes of the commencement of the examination via their registered email ID if necessary college can send the question pauper via WhatsApp.
15. For this purpose students are directed to keep their devices ready (Desktop/ Laptop/ Mobile phone etc) with adequate internet connectivity.
16. The duration of Examination will be of 2 hours and full Mark will be 50 for all streams. The question will be both short and long answer type (2 / 3 sentences, 75 words, 300 hundred words. In no case beyond six pages of answer sheet will be accepted.
17. Students will write their answer (within the word limit specified) with black ball point pen, using A4 Size paper. (Writing should on one side only for clear photography.
18. Students are directed to send their answer sheet within 30 minutes to the aforesaid email and a Carbon Copy(CC) to their department email immediately after the completion of examination. After the specific time is over if any student sends his/her answer script then it will be treated as malpractice.
19. Students are advised to download and install Adobe scan App from the Play store for preparation of a clear .pdf file.
20. Students are directed to keep regular touch with their HOD/ Mentor for any query regarding examination.
21. Stuentns are directed to send their Registration Form & Answer Scripts to the abovementioned email address as well as the email ID of their mentor as CC, simultaneously.


Principal 17/9/2021
Bhima Bhoi College, Rairakhol

REGISTRATION FORM FOR 3RD SEMESTER EXAM 2021

I, _____ an examinee of 3rd Semester University Examination, (Regular/ Back & Improvement) 2021 bearing University Roll No. _____, do hereby declare the following.

1. I shall write the entire Examination of 3rd Semester University Examination (Regular/Back & Improvement) 2021 on online mode. The college authority shall not be held responsible in any manner in the event of any network failure during the time of receiving "Question Paper" or sending the "Answer Script" after completion of the examination.

2. I do undertake that I will write the answer using mandatorily Black Ball Pen with A4 Size Paper (*writing should be on one side only for a clear photograph*)

3. *I do also undertake that I shall enter the name of Examination, the University Roll No., Read. No. Subject, Paper and Date of Examination, Page No./ Total Page Used, Registered Email ID and Full Signature correctly on the top of the Answer Script.*

4. I shall send the answer scripts within 15 minutes of completion of examination to the concerned college email ID. (bbcrrk3rdsemexam2021@gmail.com)

5. I will not forward either the Question paper or Answer Scripts to any other email ID or media.

6. I will not adopt any kind of malpractice.

7. In the event of any difficulties I face during the entire process of online examination I shall be held responsible solely.

Place

Full Signature of the Examinee

Date:

NAME. _____

WhatsApp No.

Subject. _____

Email ID.

+3 3rd Semester University Examination
Regular/ Back & Improvement) 2021