

Notice No. **638** /NSMV/21

**NOTICE**

DI 02 07 2021

**GUIDELINES OF THE SIXTH SEMESTER (REG. BACK) EXAMINATION - 2021**

1. Examination (Practical and Theory) will be held by on-line mode only
2. Students are requested to send their email id and whatsapp number to the college email-id (neelashailamahavidyalaya@gmail.com) latest by 7<sup>th</sup> July 2021.
3. Only examinees who have filled up forms and are issued with a valid online Admit Card will be allowed to appear the examination.
4. The duration of each sitting of exam will be two hours and full mark will be 50 per all streams.
5. The question will be both short and long answer type with specific word limits.
6. Student will write their answer with black boll point pen using A4 size paper writing on one side only.
7. Question will be sent through registered email id before 15 min. of the commencement of the examination.
8. The examinee will keep regular touch with their respective Mentor/HOD for any update regarding examination.
9. Students who are unable to appear the examination at the place of their stay or from home, can appear the examination in any nearby college or their own college. In such case the student has to inform his/her own college through his mentor about the college of appearance on or before 7<sup>th</sup> July 2021.
10. The following information should be clearly mentioned on TOP of the answer scripts in **EACH PAGE**.

<b>Name of the Semester &amp; Year</b>		
<b>Roll Number</b>	<b>Registration Number</b>	<b>Registered Email Id</b>
<b>Paper Code (as per programme)</b>	<b>Subject</b>	<b>Date of Examination</b>
<b>Page Number/Total Page</b>	<b>Full Signature of the Candidate</b>	

Candidates are advised to keep ready all the information on sheets before start of examination

11. At the end of examination time the answer sheet should be converted to soft copies (only pdf /jpg format) will accepted) either by scanning photograph (preferably one file and email it back to college email-id ([neelashailamahavidyalaya@gmail.com](mailto:neelashailamahavidyalaya@gmail.com)) within 30 minutes. (Advised to use Adobe Scan App from the Play store for preparation of a clear pdf/jpg)
12. A trial run of the entire online process for proper execution mainly to establish the communication between the college email id and student's mail id for questions and student's answer will be held during the trial run of the mock test.

S. J. S. 02/3/21  
Principal  
**Principal**  
Neelashaila Mahavidyalaya  
Jagda  
ROURKELA-42

Copy to : GF(Notice)/GNB (B&G)/GF(SCR)/All Mentors/Exam Section/H.C./concerned file  
for information and necessary action.