

INSTRUCTIONS FOR COLLEGES / DEPARTMENTS / REGIONAL CENTRES

for

ONLINE EXAMINATIONS OF ODD SEMESTERS: SESSION DECEMBER - 2020

1. **These examinations are commencing w.e.f. 15th February 2021 in an ONLINE MODE for the students who have already filled their examination forms for the Session – December 2020.**
 - 1.1) The ONLINE examinations for the students of 3rd, 5th, 7th and 9th Semesters will commence **w.e.f. 15th February 2021**. These examinations will be conducted for Regular / Re-appear / Improvement of Performance / Additional and Deficient Subjects / USOL / Private Students.
 - 1.2) The ONLINE examinations for 1st Semester - Regular and Re-appear / Improvement of Performance / Additional and Deficient Subjects / USOL / Private Students will commence from **2nd Week of March 2021**.
2. **DOWNLOADING ADMIT CARD / ROLL NO.:**

Regular College / Department / Regional Centre Students shall get their Admit Card from their respective Colleges / Department / Regional Centres w.e.f. **8th February, 2021**.
3. All question papers will be available on the UG / PG websites of the University on the day of examination 20 minutes before the commencement of exam and the same will also be emailed to the Colleges / Departments / Regional Centres 20 minutes before the commencement of the exam. If need be, Conduct Branch may be approached (0172-2534809 & 0172-2541303) for question papers' related queries.
4. **Submission of Answer Sheets:**
 - 4.1) For receiving the soft copy of the answer sheets from the students, the Colleges / Departments / Regional Centres must provide an Email ID to their students well in time before the commencement of the examinations.

- 4.2) Timings for receiving the hard copy or soft copy of the answer sheets by the Colleges / Departments / Regional Centres:
- i) For papers conducted in Morning Slot, i.e. 09:30 AM to 12:30 PM, the answer sheets can be received online within 90 minutes of the completion of the paper and by **03:00 PM** if the student is submitting the hard copy of the answer sheet to the College / Department / Regional Centre on the same day of examination.
 - ii) For papers conducted in the Evening Slot, i.e. 01:30 PM to 04:30 PM the answer sheet can be received online within 90 minutes of the completion of the paper and by **07:00 PM** if the student is submitting the hard copy of the answer sheet to the College / Department / Regional Centre on the same day of examination.
- 4.3) **ONLY ONE MODE** i.e. either soft copy or hard copy is permissible for submission of answer sheet to the College / Department / Regional Centre.

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Controller of Examinations