Students Guidelines for +3 (Arts/ Commerce)
1st Semester Regular, Back (2020, 2019 A.B.) Online Examination – 2020
(For DDCE Students Only)

- Please follow the detailed University Guidelines

- In addition all the students have to upload the theory answer papers in .PDF format only (**File Size maximum 6 MB per answer script**).

- Upload the theory answer script by **login into Student Portal** from *http://studentpanel.ddceutkal.ac.in/* website after completion of each date theory examination. (**in .pdf format only**)

- Upload Answer scripts within 30 minutes of completion of the each examination date.

- All students are hereby advised to contact their respective mentor between 10:00 AM to 5:00 PM. Any calls after 5:00 PM shall not be entertained.

Important instruction upload the answer scripts in Student Portal http://studentpanel.ddceutkal.ac.in/

Sd/-
DIRECTOR

UTKALUNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

Students Guidelines for Online Examination

	BEFORE EXAMINATION PREPARATION
1	+3 1st Semester Regular & Back (Arts, Science, commerce) (Model Syllabus) online examination-2020 held in Sept-2021 schedule already available in www.uuems.in portal.
2	Admit Card will be available at UUeMS Portal (www.uuems.in) before 7 days commencement of exam.
3	Download your Admit Card through UUeMS portal (www.uuems.in) before examination by login with your 16 digits University Redg. No and Date of Birth and verify your admit card.
4	Students can get their admit card through mentor or from their college authority also.
5	Only examinees, those who have filled up their forms, they will be issued with a valid online Admit Card to appear the examination.
6	During examination internet / laptop /desktop / tab / smart mobile phone required, so prepare accordingly.
7	During before and after examination internet connection required in mobile / laptop / desktop etc. so place yourself in a suitable place that this facility can be available smoothly.
8	Before Examination charge your smart phone/ tab/laptop fully.
9	A common cover page format for answer sheet is attached in page no 3. Students are required to make a printout of that cover page format or written by hand with pen and paper & scale 4 to 5 copies of it before examination. This is cover page of your answer sheet and writes your details clearly.
10	Keep 50 to 60 pages of A4 Size white paper with you before examination.
11	Before examination download Scanning and making PDF software from Google Play store for android Smart phone (example: Adobe Scan , Document Scanner , Cam Scanner etc.) and trial run it, or you have any laptop desktop and scanner then make ready with you for timely submission of answer copy.
12	If you don't have any email id then create an email id of your name.
13	Any student's don't have above facilities they can take help of cyber café or from any expert to send the answer script for timely submission.
14	Before examination make a trial run for sending answer scripts to colleges for check valid email id or what app no.
	DURING ONLINE EXMINATION
15	University will send question to college before examination and you will get the online questions (in .pdf format) from your mentor or college authority through your whatsapp no or email id decided by college authority.
16	University will provide the question online through UUeMS portal (www.uuems.in) **(in .pdf format)** before 5 minutes of commencement time of the examination. Those students can download the question paper directly from above portal by **log in their Roll No. and Date of Birth**.
17	The time duration of the examination is two hours or as specified in the question paper for both practical paper and non-practical paper.
18	Student has to write the answer in A4 size plain paper. At the beginning of writing the answer. Student must mention his/her name, University Regd. No. -Cum-Exam Roll No, subject, paper name on top of each additional page. Student must mention his/her University Regd. No/ Exam Roll No and must put page Sl. No. in the bottom of each page. (Black Ball Point Pen is to be used)
19	Print out materials of answer copy will not be accepted.
20	After completion of the examination time, student has to serially take photograph of all answer pages and make single .PDF file of each exam and send the same online to the respective college within 30 minutes of completion of the examination or follow your college instruction. Try to reduce the pdf file in maximum 6 MB and take clear photo of answer scripts for better evaluation. Ideal file name may be University Regd. No.-Cum-Exam. Roll No–Paper Type (example: if Core-1 Examination then: **2002010690900001-C1.pdf**) or as instructed by your college.

21	When Making pdf of answer scripts make sure that cover page will be the 1st page followed by rest pages with page numbering serially and Student's name and University Regd. No. -Cum-Exam Roll No. are also mentions on the top of the every page.
22	After sending answer scripts please verify your end that your answer scripts are delivered online to the college or not.
23	No single image of answer scripts allow.
24	If a student is unable to send the answer sheet by above means for any technical or other reasons, he/she can send the answer sheets by Speed Post to his/her college address, but university or colleges shall not be responsible for any misplacement or delay of the delivery of the post. In this case students are request to keep a backup photo copy of his/her answer copy with him.
25	The students should remain in contact with their college Principal, Department Heads, Mentor and Teachers.
26	In case the online option is not available to student, he/she can go to any nearby affiliated colleges under Utkal University for online exam. (If the centres are not affiliated to Utkal University, the examinee has to submit a written application before examination)

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QUESTION PATTERN FOR ONLINE EXAMINATION

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TIME DURATION   -TWO HOURS
Practical Subject   -25 Marks + 60 Marks
Non Practical Subject   -80 Marks

QUESTION PATTERN FOR 1ST SEM.EXAMINATION (R & B)

A. PRACTICAL SUBJECT
(i)   PRACTICAL COMPONENT

1.   2.5 marks x 10 questions (20 words answer)   =   25 marks (Theory Based Practical question)

(ii)   THEORY COMPONENT

2.   6 marks x 5 questions (50 words answer)   =   30 marks (Theory)
3.   10 marks x 3 questions (300 words answer)   =   30 marks (Theory)

B. NON-PRACTICAL SUBJECT
1.   2.5 marks x 10 questions (20 words answer)   =   25 marks (Theory)
2.   5 marks x 5 questions (50 words answer)   =   25 marks (Theory)
3.   10 marks x 3 questions (300 words answer)   =   30 marks (Theory)

N.B.:   For language subjects, Mathematics & Statistics there may be little modification to this pattern.

28	Students are required to write the question name first then write the answer below.

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Other Instructions

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29	During the examination time some viral wrong messages / fake news regarding examination may be floated. In this case the principals/mentors /students are requested to ignore this messages and follow only the COE Mail and UUEMS Messages.
30	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 own college. In such case, the student has to inform his/her own college through his/her Mentor about the college of appearance on or before 10th Sept, 2021. The college of appearance will provide all kinds of support to such students. The scanned/photographed answer sheets of such students should be e-mailed to student's parent college e-mailed only. The Mentor will ensure proper examination and receipt of answer sheets of such students.
32	Examinees needing scribe can also appear in the nearby college or at home as per their convenience and will be allowed extra time 20 minutes per hour of examination as per rule.
33	Colleges / department heads or teachers during exam can monitor or proctoring examinees through google meet or zoom ect. during entire exam if resource available in both end. During proctoring they may take screen shot or recoding of entire exam.

CONTROLLER OF EXAMINATIONS

UTKALUNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

COVER PAGE OF ANSWER SHEETS (HOME BASED 1st SEM.ONLINE EXAMINATION- 2020)
Held in the Month: Sept-2021

1.	**Name of the Examination (put tick mark)**	**+3 1st Semester (Regular / Back)** **Arts / Science / Commerce**
2.	**Name of the College**	
3.	**Semester**	
4.	**Subject**	
5.	**Paper Type**	
6.	**University Roll No.**	
7.	**Date of Examination**	
8.	**Date and time of submission of answer scripts**	
9.	**Whether Send by email or whatsapp or other**	
10	**In Which Email ID / Whats app no / any other way the answer script sent**	

Declaration by student: All answers in the script are in my own handwriting and I have written from my memory. The answers given are not copy paste from any source.

Student's Signature

For office use only

Subject with Practical

	Marks Secured	Marks Obtained in Words
Full Marks Practical Paper (25)		
Full Marks Theory Paper (60)		

Subject without Practical

	Marks Obtained	Marks Obtained in Words
Full Marks Theory Paper (80)		

Signature of the Evaluator