



DDCE

UTKALUNIVERSITY

VANIVIHAR: BHUBANESWAR-7.

Instruction to Appear MCA 1ST Semester (R & B) Online Examination 2020

BEFORE EXAMINATION PREPARATION	
1	MCA 1 st semester online examination-2020 held in Sept-2021 schedule already available in www.ddceutkal.ac.in website
2	Download Admit Card before 1 day of the commencement of exam.
5	Before Examination charge your smart phone/ tab/laptop fully . You have to be online during the exam.
6	A cover page is attached. You have keep it ready before the exam .
7	Keep 20 to 30 pages of A4 Size white paper before examination with the format given in serial no. .
8	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.
10	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.
DURING ONLINE EXMINATION	
11	DDCE will send question to your mail ID before 15 minutes of the schedule of the examination.
12	The duration of the examination is two hours or as specified in the question paper .
13	A link will be sent to the email ID on the day of examination . The students are required to make themselves online by login to the ID with video mode during the examination. It is to be monitored by the authorities of the University. If any disturbance made by the candidate he/she may be placed under Mal Practice (MP) .
14	Student has to write the answer in A4 size plain paper. Student must write his/her name, University Regd. No. -Cum-Exam Roll No, subject, paper name and page number on top of each page
15	Print out materials of answer copy will not be accepted.
16	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 upload the same within 30 minutes of completion of the examination in http://studentpanel.ddceutkal.ac.in/ . 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 name.
17	When Making pdf of answer scripts make sure that cover page will be the 1 st page followed by rest pages with page numbering serially . The cover page must contain the total number of pages attached .
18	No single image of answer scripts is allowed.
19	If a student is unable to send the answer sheet by above means for any technical or other reasons, he/she can contact to MCA Dept. for solution immediately
20	After completion of all theory papers the students are required to envelope all the original answer scripts in one A4 size envelope and submit the same to the MCA Dept. of DDCE on next day of the last date of theory examination. The students are to write their name (in block capital letter) , roll no, semester and no. of subjects/paper on the top of the envelope and seal the same before submission .
21	The practical exam will be held through Google meet / Zoom App on the scheduled date. All students are required to submit the hard copy of the practical records before commencement of the theory examination to MCA Department, DDCE otherwise they will allowed to sit on the online viva .
QUESTION PATTERN FOR ONLINE EXAMINATION	
22	Duration – 2 hours F. M – 70 Group A – Answer All Questions (5 x 5) = 25 marks Group – B – Answer any five (9 x 5) - 45 marks
23	Students are required to write the serially the answers in paper .

EXAM. IN CHARGE
DDCE, UTKAL UNIVERSITY



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

1.	Name of the Examination (put tick mark)	MCA 1st Semester (R&B) Exam. 2020
2.	Name of the Centre	DDCE , UTKAL UNIVERSITY
3.	Semester	MCA 3rd / M. Sc 1st / MCA 1st
4.	Subject	
5.	Paper	CS .
6.	University Roll No.	
7.	Date of Examination	

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

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

Signature of the Evaluator