



**FAKIR MOHAN UNIVERSITY**  
VYASA VIHAR, JANUGANJ, BALASORE-19

No. Exam-/2020/ 9746 /FMU

Date:-14.09.2020

**NOTIFICATION**

In pursuance to Higher Education Department L.No 2835 dated 02.09.2020 the following examinations will be held through Online Mode with guidelines as prescribed below in view of COVID-19 Pandemic situation.

**Name of Examinations**

1. B.B.A 6<sup>th</sup> Semester (Reg & Back) Examination 2020
2. B.C.A 6<sup>th</sup> Semester (Reg & Back) Examination 2020
3. BLIB 2<sup>nd</sup> Semester (Reg & Back) Examination 2020
4. P.M.I.R 4<sup>th</sup> Semester (Reg & Back) Examination 2020
5. M.F.C 4<sup>th</sup> Semester (Reg & Back) Examination 2020
6. P.G.D.C.A 2<sup>nd</sup> Semester (Reg & Back) Examination 2020
7. B.Ed 2<sup>nd</sup> Year (Reg & Back) Examination 2020
8. LL.B 6<sup>th</sup> Semester (Reg & Back) Examination 2020
9. LL.M 4<sup>th</sup> Semester (Reg & Back) Examination 2020
10. M.A / M.Sc / M.Com. 4<sup>th</sup> and 6<sup>th</sup> Semester (Reg & Back) and 2<sup>nd</sup> Semester(Back) Examination 2020

**Distance / NCP mode**

1. B.A / B.Com 3<sup>rd</sup> Year (Reg) Examination 2020
2. BCA 6<sup>th</sup> sem (Reg) Examination 2020
3. BLIS Annual (Reg) Examination 2020
4. MBA 4<sup>th</sup> Sem (Reg & Back) Examination 2020
5. MA / M.Com 4<sup>th</sup> Sem (Reg & Back) Examination 2020
6. PGDCA 2<sup>nd</sup> Sem (Reg & Back) Examination 2020
7. MLIS 2<sup>nd</sup> Sem 4<sup>th</sup>(Reg & Back) Examination 2020

**Guidelines prescribed for conduct of online examinations:**

- a) The examination for theory will be through online mode with use of pen and paper.
- b) The Questions of the respective Papers are to be sent to the college mail ID online before one day on the date of Examination with password protection and password will be sent before half an hour of the start of Examination. The college authorities will ensure sending Question to their students online (E-mail / WhatsApp) mode before 15 minutes of the start of Examination.
- c) The duration of each paper of Examination is two hours (mentioned on question). The students will write the answer at home within 2 hours and answer must be written around 150 words. The students are instructed to scan and create a pdf file of his/her answer and mail the same to the ID given in by the Principal concerned. One hour extra time will be given for the purpose. After one hour no answer will be accepted.

  
14/9/20

- d) The Question is traditional pattern as in the previous Semester examination, except M.A / M Sc. / M.Com. which will be 50 % short type and 50 % long type questions.
- e) The students may be advised to write with black ball pen on a good quality white A4 size paper. The answer may be limited 6 pages or 3 sheets.
- f) The front page may contain **(i) Examination Name, (ii) Roll Number, (iii) Subject, (iv) Paper, (v) Date and (vi) Sitting.**
- g) At the top of every other page only **(i) Page No. (ii) Roll No. (iii) Subject and (iv) Paper** may be mentioned. The candidate should put their full signature at the bottom of each page of the answer sheet.
- h) There may be one inch margin on the left and top of every page, by making margin line.
- i) Identical answers of students by group sharing of answers using any kind of digital technique or other methods may be treated as malpractice.
- j) All may be advised to write answers at home individually and ensure that the answers are just not copied from book. Be precise and use their own version and words for getting better score in the examination.
- k) Surprise online invigilation may be done at any time during the examination by WhatsApp video calling or any other means.
- l) The Principal of the college will download the Answer script sent by the students and take steps to value the Answer Scripts and send Mark Foils to the Controller Of Examinations within five days of completion of Examinations.
- m) The Principal / Centre Superintendent will send the scripts (both Hard copy & Soft Copy) within 10 days of completion of Examinations.
- n) The College Principal / Director at their discretion will conduct the Practical / Project viva etc in online mode by contacting Examiners and transmit the Mark foils (Hard & Soft) copy to Controller's office within three days of completion of Practical Examination positively of publication of result.
- o) The students are advised to acquaint with creating pdf file and sending mail prior to the examination.
- p) The hard copy of answer script and soft copy of each paper must be saved / preserved until publication of result.
- q) In case a student of final semester is unable to appear the examination, he / she will be given another chance to appear for Special examination for such courses / papers by the University after the normalcy of COVID-19 situation.

**By Order of Vice Chancellor**

  
**CONTROLLER OF EXAMINATIONS**

**Memo No: 9747**

**Date:14.09.2020**

Copy forwarded to P.A. to Vice Chancellor / P.A. to Registrar / C.O.F / Chairman P.G. Council / All HODs / Director DDCE / Concerned Principals for information and necessary action. They are also requested to intimate to the student concerned.

  
**CONTROLLER OF EXAMINATIONS**