



OFFICE OF THE CONTROLLER OF EXAMINATIONS
BANKI COLLEGE (AUTONOMOUS), BANKI

No - 2454

07-08-2021

INSTRUCTIONS FOR STUDENTS OF UG AND PG (REGULAR & BACK) SEMESTER
REGARDING THE CONDUCT OF ON-LINE EXAMINATION- 2021

1. The Questions of the respective papers will be sent to the students through their WhatsApp numbers by Teacher-in charge of Examinations of the concerned Department 15 minutes before the commencement of the examination.
2. The time duration of Examination is 'Two' hours.
3. Students are advised to use **black ball point pen** and **Rolling Exercise** Note Book that was used for Mid Term Exam 2021 for writing the answers which will be submitted to the Controller's office at the time of receiving their mark sheets. They are instructed to answer the Group-B question within 150 words each with a limit of 10 pages per paper. Extra written pages will not be evaluated.
4. Students must appear the said exam with their college uniform.
5. The mobile camera of every student should be on as and when required by the Teacher-in charge.
6. Each and every student must mention the following.
 - (i) Name of the Examination
 - (ii) Semester Roll Number
 - (iii) Regd. No.
 - (iv) Subject
 - (v) Paper
 - (vi) Signature with date

on the top of the front page. The Semester Roll No and signature should be mentioned on the top of the right corner of each page.

7. Each and every page must be serially numbered.
8. After completion of the examination time, each and every student has to take the scanned photograph of all answer sheets serially and send those as **PDF** file to the Concerned **teacher-in-charge** through his/her whatsapp number strictly within half an hour of the completion of the examination.
9. A single PDF file should be sent to the respective Teacher-in charge in the form of a folder with Semester Roll No. on the PDF file.
10. Students of 6th semester Back (2015, 2016 and 2017 Adm. Batch) are informed to send the photo copies of their Answer Scripts to Sri Brundaban Pradhan.
11. Students who will appear the Back Examinations-2021 are informed to contact Sri Brundaban Pradhan Mobile No **9438276990** on or before dt. 08.08.2021 Positively. This may be treated as most urgent.

Neha Saini Panda
07-08-2021
Controller of Examination
Banki College (Autonomous), Banki
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