

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR: BERHAMPUR-760007 (GANJAM) ODISHA**

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No. 5285 / Exam. Gen. (U.G) Unit/ BU/2021

Date: 17-8-21

**NOTIFICATION**

In view of the decision of HED, Govt. of Odisha, vide letter No.31417/HE dated 06.08.21, Berhampur University shall conduct the +3 3<sup>rd</sup> Semester (CBCS) Examination 2021 on Online Mode from 07.09.2021 to 21.09.2021.

**Guidelines for conduct of On-line examination-2021 through online mode:**

- 1) The +3 3<sup>rd</sup> Semester (CBCS) examination 2021 shall be conducted on *Online Mode* from 07.09.2021 to 21.09.2021. The result will be published by the end of 22<sup>nd</sup> October, 2021.
- 2) All the students need to make sure that their examination forms for the respective courses have already been filled-up.
- 3) The duration of the examination shall be of 3 hours (12.00 hrs. to 15.00 hrs.) with maximum marks of 60/80 in each paper and 2 hours with maximum marks of 40 where ever applicable.
- 4) All the Principals of the Colleges are required to create a group E-mail/WhatsApp group of the eligible students well in advance, i.e. prior to 24<sup>th</sup> August, 2021. A mock test should be conducted by the concerned teachers with the students before the exam.
- 5) **Examination Procedure:**  
Controller of Examinations (CoE), Berhampur University shall send soft copy of the Question Paper to the Principals of Colleges by Email/WhatsApp one hour before commencement of the examination.
  - (i) The Principal shall pass on the soft copy of the question paper immediately to the HoD/Concerned faculty of the subject.
  - (ii) HoD/Concerned faculty shall then pass on the softcopy of the question paper to the students 15 minutes prior to commencement of the examination.
  - (iii) The students shall download the question paper and answer the same on A4 size papers.

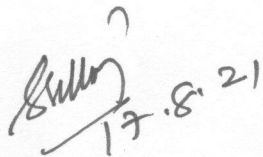
**Students required to write clearly the following on their Answer Scripts.**

Name of the College; Examination Subject and Subject Code as in the Question Paper; Examination Date; **Examination Roll No.;** **University Regn. No.;** and total number of pages of answer script.

HoD/Concerned faculty must ensure/emphasize that ethical practice of examinations is followed by students.

- (iv) After completion of the examination duration of 3hours, the students shall scan the answer script and send it back to the concerned HoD/Concerned Faculty form where they received question paper, within 30 minutes after the examination is over. In case of any problem, the students may contact the Principal/Faculty. AFTER SCANNING THE ANSWER SCRIPTS, THE STUDENTS HAS TO CONVERT IT INTO A SINGLE FILE AND RENAME IT AS THEIR ROLL NUMBER AND SEND THE SAME TO THE WHATSAPP NUMBER OR EMAIL OF HOD/FACULTY CONCERNED INDIVIDUALLY AND NOT TO SHARE IN WHATSAPP GROUP/EMAIL GROUP.

(Contd.....)

  
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(v) Answer Scripts shall be evaluated by the concerned subject teacher/mentor of the College, who shall handover the Marks foil to the Principals, preferable within a week of the examination i.e. by **8<sup>th</sup> October, 2021**. Teachers are also required to download all the answer scripts on to a Desktop and preserve all answer scripts in form of CD (subject- wise). All answer scripts (Soft/Hard copies) should be kept in a respective college till further order.

(vi) The Principals should ensure that marks obtained by the students are entered meticulously in the Examination Web Portal of Berhampur University by **8<sup>th</sup> October, 2021** positively.

**N.B.: The portal will be kept open from 28.09.2021 to 12.10.2021.**

**PRACTIAL EXAMINATION:**

As conduct of physical Practical Examination is not possible, concerned teacher/internal examiner shall frame questions of appropriate marks and conduct online test (in the same procedure as mentioned above) and give marks based on the performance of the students. These marks also have to be uploaded in the Examination Portal of the University. It is recommended that practical exams would be conducted by **28.09.2021**. Viva-voce wherever applicable, shall be conducted by the college in online mode.

**REMUNERATION:**

Remuneration shall be paid as per earlier notification.

*S. Kumar*  
17-08-21  
Controller of Examination,  
Berhampur University.

Memo No. 5286<sup>(150)</sup> / Exam. Gen. (U.G) Unit/ BU/2021

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**Copy forwarded to:**

- 1) The Principals of all affiliated colleges under Berhampur University for information and necessary action.
- 2) Secretary to Vice-Chancellor, Berhampur University for kind information of the Vice-Chancellor.
- 3) P.A. to Registrar, Berhampur University for kind information of the Registrar.
- 4) Webmaster, University Web site, Berhampur University.
- 5) NIC, Berhampur University for information.

*S. Kumar*  
17-08-21  
Controller of Examination,  
Berhampur University.