

## **Guidelines for FY/SY Semester End Online Examination January 2022**

The Semester End Examination of Semester I and Semester III of B.Com/ BA/ B.Sc commencing from 14<sup>th</sup> January 2022 shall be conducted in ONLINE mode, as per the following guidelines:

1. The Practical Component of all the Examinations shall be conducted in Offline mode.
2. For the Online Examination, the question paper shall be made available to the students through a variety of platforms (email, google classroom, Moodle or WhatsApp).
3. The duration of each paper will be mentioned in the question paper. The students shall be given additional 30 minutes to download the question paper and additional 30 minutes to upload the Answer Paper.
4. Student shall write down the answers in a foolscap paper only (typed answer sheets will not be assessed). The student should mention clearly on the first page of answer sheet these details - Semester, Division, Subject, Roll No., and Date. The student should also sign each and every page with date and then upload the scanned copy/photograph (clear image) of the answer sheet in PDF format to the respective Google classroom.
5. Answer book PDF's should be titled as: Name of the student Roll Number\_paper code.  
Example: Carol Vaz\_2017 158\_CHC 101.
6. The original hand written answer sheet shall be submitted to the respective subject teachers. The date of submission shall be intimated later.
7. All practical examinations to be conducted in offline mode, following all SOPS for Covid-19 prevention including social distancing, sanitization of classrooms and using all other necessary precautions (facial masks, sanitizers etc.).