

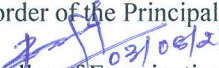
**Important Instructions for appearing PG/MBA Regular Final Semester Theory Examinations-2021 to be started from 04.08.2021 in Online Mode with reference to Notice No. 547, Dt.09.07.2021**

**PG/ MBA Final Semester Examination**

**Remember:** Your Question Paper has two parts-One is Multiple Choice Questions (MCQ) and other part is Descriptive Type Questions. You have to answer 20 multiple choice questions. You have to answer one descriptive question out of three questions.


1. 2 (Two) Nos of Google links (One for MCQ, another for Descriptive type Questions) will be shared by the Deputy Superintendent to the whatsapp Groups of the students before 10 minutes of the commencement of Examination. Students can open the link before 5 minutes of commencement of Examination.
2. After clicking on the 1<sup>st</sup> link (MCQ), the Examinees have to entry their E-Mail, College Roll No, Examination Roll No., Name etc.
3. Then Question Paper (MCQ) will appear. The Examinees have to select appropriate option given in 4 choices with every question.
4. Students may answer serially or go back to correct the answers before clicking on 'submit'.
5. Remember, once you click on 'submit', you cannot change your answers.
6. So before clicking on 'submit', you can check answers.
7. Once you ensure that your answer is over, then click on the 'submit'.
8. Then you go to the part of descriptive question and click on the 2<sup>nd</sup> link (Descriptive type questions).
9. The Examinees are advised to write the descriptive answers with black pen on a good quality white A4 size paper.
10. The answers must be limited to 10 pages (5 sheets).
11. In front page of Answer Sheet must contain:  
(I) Examination Name (II) Examination Roll No (III) Registration No. (IV) Semester  
(V) Subject (VI) Paper (VII) Date and (VIII) Sitting.
12. At the top of every other page only must be written:  
(I) Page No. (II) Exam Roll. No (III) Subject and (IV) Paper
13. There must be one inch margin on the left and top of every page, by making margin line.
14. The Answer Scripts will be clearly scanned or photographed serially and converted in to PDF format. Then this PDF should be uploaded and submitted to the 2<sup>nd</sup> link given or mailed to the Controller's E-Mail given in the link within stipulated time.
15. If the students failed to upload and submit in the 2<sup>nd</sup> link or Email, for descriptive type answers He/She may send the PDF through Helpline whatsapp No given below.
16. The hard copy and soft copy copy of the answer scripts of each paper must be saved and preserved until publication of results.

**Helpline No- 9861164045 (Dr. S. K. Chand, Deputy Superintendent)**

By order of the Principal  
  
Controller of Examinations  
S.C.S. (A) College, Puri

Memo No. 616 / Exc. Date: 03.08.2021

Copy to Dr. S. K. Chand, Dy. COE,/ All Notice Boards/ All Hostels/ Academic Section/Accounts Section/Head Clerk/D.A, Exam Section/ Guard File for information.

  
Controller of Examinations  
S.C.S. (A) College, Puri

Memo No. 617 / Exc. Date: 03.08.2021

Copy to the District Informatics officer, NIC, Puri with a request to upload this notice in our college Website: [www.scscollege.nic.in](http://www.scscollege.nic.in) for greater interest of the students.

  
Controller of Examinations  
S.C.S. (A) College, Puri