



RAVENSHAW UNIVERSITY
CUTTACK

No 865 /Date 07.09.2021

**Instructions of Students for conduct of UG / PG Intermediate Semester
Online Examinations, 2021**

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1. Students are advised to answer, as per the requirements of the question paper on **A4 size paper**.
2. Answers should **not exceed the word limit as instructed in the question paper**. The answer script shall not exceed 16 pages.
3. Students will **use only blue ball point pen** to write the answers.
4. Students will have to register their **attendance** through google form as given by the Head/ respective teachers containing their name, class, roll no. and paper title **within 30 minutes of the start of the examination**.
5. Time limit for answering the questions is **3 hours** or as specified in the question papers.
6. The question paper will be sent to students by the Head of the departments by e-mail or posted on students' WhatsApp group and will also be placed on the University website, www.ravenshawuniversity.ac.in (**20 min. before the examination**).
7. Students will have to **download the question paper 15 min before the examination starts** and **upload their answer scripts within 30 minutes after the examination ends**. That is, students will have a total of 3 hours 45 min to take the examination.
8. During Online examination, students shall be invigilated through suitable online platform. Students are required to open their video throughout the examination.

9. Students will have to send the answer scripts to the department's examination e-mail within the stipulated time.
10. The visually impaired candidates may take the help of a scribe. Proper documentary evidence shall be submitted by the student alongwith the answer script.
11. A visually impaired candidate is allowed 20 minutes of extra time per one hour of examination.
12. After the end of the examination, students will send all answer books (stapled paperwise) in one envelope by Speed/Registered post to the Head of the concerned Department, Ravenshaw University, Cuttack-753003, Odisha failing which their results shall be withheld. Students will not fold their answer sheets. Students can also submit the same by hand.



Controller of Examinations
Ravenshaw University, Cuttack