EWING CHRISTIAN COLLEGE, PRAYAGRAJ

(An Autonomous Constituent College of Allahabad University)

August 2, 2021

IMPORTANT GUIDELINES FOR SECOND EXAMINATION (ONLINE)
FOR ALL STUDENTS OF UG SEMESTER II OF SESSION 2018-19 AND
UG SEMESTER II & IV OF SESSION 2019-20

In a meeting of the Examination Committee held on **Monday, July 26, 2021 at 2:00 PM** the following decisions were taken. The Second Examination (Online) is starting on **August 9, 2021** and will be conducted in two meetings. Time Table will be soon posted in the college website.

1. The Second Examination (Online mode) of the above mentioned students will be conducted in two meetings:
   First Meeting: 9:00 AM – 12:00 Noon   **Second Meeting:** 2:00 PM – 5:00 PM
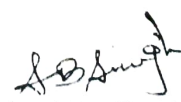
2. The details about writing time and uploading time is as follows:

	FIRST MEETING	**SECOND MEETING**
Writing Time:	9:00 AM – 12:00 Noon (03 hours)	2:00 PM – 5:00 PM (03 Hours)
Uploading Time:	12:00 Noon – 1:00 PM (1 hour)	5:00 PM – 6:00 PM (01 Hour)

3. The maximum page limit for writing answers is **17 A4 sides of blank plain white pages**. Students must mention the following details on the top right hand corner of each page of your answer script:
   Roll number, enrolment number, page number (in the format *page number/total number of pages* eg. 1/17, 2/17, 3 17........................17/17)

4. Answer script PDF file submission will take place only through the College Examination Portal only however, if a student is unable to submit the answer script PDF file in online mode through the college examination portal, they can do so by sending it by registered post/speed post/courier, etc. ON THE DAY OF EXAMINATION failing which copy will not be accepted for evaluation.

5. The packet envelop must be addressed to **"The Examination Cell, Ewing Christian College, Gaughat, Prayagraj, U.P. – 211003"**. All students who send their hardcopy answer script by post are advised to keep the receipt of the postage sent and a copy of the answer script with them for any future reference. Please write your name, enrolment number, roll number and phone number as sender information on the packet/envelope for the purpose of record keeping.

6. Please note that if you have submitted your answer script PDF file in online mode through the college examination portal then there is no need to submit your answer script through postage.

7. Please use black pen only to fill out the details on the **"Front Page"** (available on college website www.ecc.ac.in and www.ecc.prayagraj.org) which is to be used as the first page of each of your answer scripts. You must write all your answers using blue and/or black pen only. Use of all other colors in answering the question paper is totally prohibited.

Dr. A.D.M. David
Examination Controller

Dr. Justin Masih
Dy. Exam. Controller

Dr. S.B. Singh
Registrar

Dr. A.S. Moses
Principal

EWING CHRISTIAN COLLEGE, ALLAHABAD
(Second Examination (Online) of UG Semester II of session 2018-19 and Semester II & IV of Session 2019-20)

FRONT PAGE
(To be filled by the students and used as first page in all examination answer scripts)

<u>NOTE</u>: Fill the following details in block letters with black ink/ball point pen

Name:... Fathers Name:..

Roll Number: (In Figures)...........................

Roll Number: (In Words)...

Enrolment Number:...........................   Class:................

Semester:..........................   Subject:...

Paper Number:...........   Paper Title:.......................................

Date:...................   Signature:..........................

<u>Kindly note the following:</u>

1. Students should use this front page as the first page in all their examinations. Please print this front page on white plain A4 sheet and attach it as the first page of the answer script PDF File.
2. All answers should be hand written on white A4 plain sheets only.
3. **Page limit**: 17 A4 white plain pages (*One page means one written side of an A4 page and not two written sides*) for all **UG** examinations.
4. The examination time is as follows:
   Writing Time: 9:00 AM – 12:00 Noon   **Uploading Time:** 12:00 Noon – 1:00 PM
5. Students must mention following details on top right hand corner of each page of the answer script: Roll number, Enrolment number, Page number (in the format *page number/total number of pages* eg. 1/17, 2/17, 3/17...........17/17)
6. Each answer should be written on a fresh page. Please answer all questions in proper order.
7. Create a single PDF file of all your answer sheets using any free PDF creator (*make sure to click the image of all pages in the increasing order of page number in a manner such that your hand writing is clear and legible.*)
8. Answer script PDF file submission will take place only through the College Examination Portal only however, if a student is unable to submit the answer script PDF file in online mode through the college examination portal, they can do so by sending it by registered post/speed post/courier, etc. addressed to **"The Examination Cell, Ewing Christian College, Prayagraj – 211003"** ON THE DAY OF EXAMINATION failing which copy will not be accepted for evaluation.
9. Please make sure to check that the correct answer PDF file is being uploaded on the college exam portal. You will get only <u>ONE CHANCE</u> to upload the answer script.
10. You will <u>NOT BE ALLOWED</u> to upload a second file in case you have uploaded the wrong PDF file.