



IMPHAL ART COLLEGE
IMPHAL : MANIPUR
Affiliated to Manipur University

BFA 2nd and BFA 4th Year online examination 2021 (April)

GUIDELINES

- For online mode of BFA student should have a laptop or a smartphone with camera and microphone and should have access to good internet connectivity/facilities.
- Students are required to download a Scanning App on their respective mobiles before the exam to scan and upload the answer sheets.
- Students should write the answer on A4 sheets. Typing is not permitted.
- Students must write with black or blue ball point pen. Do not use gel pens or pencils.
- Print out 10 copies of the cover page which will be uploaded and attached in the top of the answer sheet.
- The first sheet should have the following details :
 - a. RegistrationNos.
 - b. Programme BFA and subject.
 - c. Title of the paper
 - d. Date.
- All the answer sheets must be numbered and written on the top right hand corner of each sheet.
- Question will be uploaded 10 minutes before the commencement. The theory paper should be answered within 2 hours (11:00 am. To 1:00 pm). Extra time of 30 minutes will be given for uploading.
- On completion of the exam, the answer sheets must be scanned with a mobile scanner in the order of numbering.
- The scanned answer sheets should be converted into a single **PDF File** before uploading the same. **Save** the file and the file name should have the Roll number of the student followed by the paper title.
- The scanned answer file must be **uploaded** only on the **whatsapp number** which will be provided for uploading. It **cannot** be sent by email.
- **Whatsapp Number** once given by the students not be allowed to change until the completion of exam.
- **During the Examination**
 - Kindly follow the instructions given by invigilators,
 - Finish all restroom/snack breaks before the start of exam. (No breaks are entertained during the exam),

- Ensure that students should prepare clay, chart paper, colours, pencils etc. sufficiently.
- Contact exam section in case of difficulties or problem at soon as possible.
- **Malpractice** :A student who indulges in malpractice will not be allowed to appear for the remaining papers. The answer script of the paper in which the students is guilty of malpractice will be marked zero. Malpractice includes any one or more of the following acts.
 - a. Possession of any book, portion of a book, manuscript or any other written matter on any object or person.
 - b. Copying or taking aid from any material or person.
 - c. Communicating with other candidates or persons.



(H. Devabrata Singh)
Examination i/c
Imphal Art College