

Guidelines for MID Semester Exam of SQ UG and Summer Special Part Time PhD Students Scheduled from 30th July 2020

1. Mid Semester Examination will be conducted through Online using MS Team. **Kindly refer the Manual for using Microsoft Team (Available on institute website).**
2. Examination will be conducted according to the Examination Schedule published on the Institute website. Visit the institute website regularly for any updates.
3. Please check your course details in the exam schedule with your registration data, if found any error in the course details please contact Exam section through email (arquaff@nitp.ac.in).
4. Use Blue / Black pen and suitable paper and write in own handwriting and then scan and create Single PDF file for upload. **Kindly refer the Manual for using Microsoft Office Lens for scanning the answer sheet and creating single PDF file available on institute website.**
5. The examination will be in two sitting each of 2 hours duration. First sitting is from 10 AM to 12 N and extra time of half an hour (i.e., up to 12:30 PM) will be given to upload the answer sheet after its scanning. Second sitting is from 2Pm to 4PM and extra time of half an hour (i.e., up to 4:30 PM) will be given to upload the answer sheet after its scanning.
6. Before answering a question write the question number and write answer neat and clean.
7. Please write following information on the TOP of Every Page of answer sheet.

<i>Exam: MID Semester July 2020</i>	<i>Exam date:</i>
<i>Name:</i>	<i>Roll No.:</i>
<i>Program Code:</i>	<i>Branch:</i>
<i>Course Title:</i>	<i>Course Code:</i>
8. Write the Page number at the bottom of every page.
9. Please follow the above-mentioned guideline and attend Mid Semester Examination on time.

(Dr. A. R. Quaff)
Prof. In-charge (Examination)
NIT Patna