

## Guidelines for End Semester Examination Scheduled from 2<sup>nd</sup> December 2020, as per Academic Calendar

1. End Semester Examination for UG programme (B Arch/ B Tech/ Integrated M Sc) for all semester (*except 1<sup>st</sup> Semester*) will be conducted through Online using MS Team as per academic calendar session 2020-21. **Kindly refer the Manual for using Microsoft Team.**
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 fill the Feed Back form by 27<sup>th</sup> November 2020. Then check your course details in the admit card through your MIS login ID and Password. The students may download their admit card from 28<sup>th</sup> November 2020. If found any error in the course details please contact Exam section through email ([arquaff@nitp.ac.in](mailto:arquaff@nitp.ac.in)) by 30<sup>th</sup> November 2020.
4. Use Blue / Black pen and suitable paper to write an exam 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.**
5. **The examination will be in two sittings of 2 hours durations.** The FN Session will be from **10:00 AM to 12:00 Noon** and an extra time of half an hour (i.e., up to 12:30 PM) will be given to upload the answer sheet after its scanning. The AN Session will be from **02:00 PM to 04:00 PM** and an extra time of half an hour (i.e., up to 04:30 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.

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

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