

Guidelines for MID Semester Examination for UG 1st semester (Regular and Backlog) students Scheduled from 25th January 2021

1. MID Semester Examination for UG programme for 1st Semester will be conducted through Online using MS Team as per academic calendar session July December 2020. 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. Download your admit card through your MIS login ID and Password. Then check your course details in the admit card with registration slip. The students may download their admit card from 22nd January 2021. If found any error in the course details please contact Exam section through email (arquaff@nitp.ac.in) by 23rd January 2021.
4. Use Blue / Black pen and suitable paper and write in own handwriting 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 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.

Name:	Roll No.:
Program Code:	Branch:
Course Title:	Course Code:
Exam date:	
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.