

## Guidelines for END Semester Examination for PG /MCA / PhD 1<sup>st</sup> semester students Scheduled from 24<sup>th</sup> January 2022

1. END Semester Examination will be conducted through Online using MS Team as per revised academic calendar for July - December 2021. **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 **19<sup>th</sup> January 2022**. If found any error in the course details please contact Exam section through email ([arquaff@nitp.ac.in](mailto:arquaff@nitp.ac.in)) by **21<sup>st</sup> January 2022**.
4. Use Blue / Black pen and suitable paper and write the answer, neat and clean in own handwriting. Before answering a question, write the question number. 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 03 hours durations in FN and AN session.** The Session will be from **9:30 AM to 12:30 Noon and 2.00 PM to 5.00PM**. An extra time of half an hour (i.e., up to 01:00 PM and 5:30 PM) will be given for **upload the answer sheet on MS TEAM** after its scanning.
6. 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:***

7. Write the Page number at the bottom of every page.

8. Please follow the above-mentioned guideline and attend END Semester Examination on time.

(Dr. A. R. Quaff)  
Associate Dean (Exam)  
NIT Patna