

**Guidelines for MID Semester Examination for UG 4<sup>th</sup> , 6<sup>th</sup> , 8<sup>th</sup> & 10<sup>th</sup> semester  
(Regular and Backlog) students Scheduled from 7<sup>th</sup> March 2022**

1. MID Semester Examination for UG programme for 4<sup>th</sup> , 6<sup>th</sup> , 8<sup>th</sup> & 10<sup>th</sup> semester (R & B) will be conducted through Online using MS Team as per academic calendar for Jan - June 2022. **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. 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 02 hours durations in FN and AN session. The Session will be from 10:00 AM to 12:00 Noon and 2.00 PM to 4 PM. An extra time of half an hour (i.e., up to 12:30 PM and 4:30 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 MID Semester Examination on time.

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