



{Office of Associate Dean Examination & Evaluation}

No. NIT/HMR/Acad-

Dated: 05.03.2021

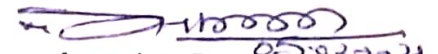
**Guidelines for Conducting Mid Semester Examination
UG and Dual Degree (Except First Year), PG and PhD Programmes, March 2021**

1. The Mid Semester Examination of UG (B.Tech and B.Arch) and Dual Degree (Except First Year), PG (M.Tech, M. Arch, MBA, Msc) and PhD programmes shall be held during **08.03.2021 to 14.03.2021** through Online Mode.
2. The centrally prepared **Date Sheet** for conducting **Mid Semester Examination** in Online Mode has already been shared with Departments. The same is also available on Institute website for the information of students. The concerned Department shall also share it with the students through CRs.
3. The examination, its weightage and duration shall be strictly as per Ordinances:

Type of Exam	Mode of Exam	Weightage	Time
Mid Semester Exam	Online (Subjective)	30%	90 Minutes

4. **In order to maintain the parity in question paper, the Head of Departments may designate one of the faculty as Course Coordinator for the purpose of setting of question paper for common subjects among different sections. The Course Coordinator shall share the question paper with other teachers.**
5. The concerned subject teacher shall act as invigilator and shall be responsible for conduct of examination through Google Classroom/Meet and for resolving query (if any). In case of requirement of additional invigilator for conducting the examination, the concerned course coordinator may approach the Head of Department for deputing additional invigilator for conducting the examination smoothly. The schedule notified centrally (Date Sheet) shall be strictly adhered.
6. **The subject teacher-cum-invigilator shall join the Google Meet link at least 10 Minutes prior to the start of the exam, give the necessary instructions to the students and share the question paper through Google Classroom/email at appropriate time so that it is available to the students well in time at the start of examination.**
7. For effective invigilation the faculty is requested to do the invigilation using either desktop or laptop. Kindly avoid performing invigilation duties on mobile phones.
8. Subject Teacher (s) and Student shall log in the supplied Google Meet Link through their official email IDs.
9. Students need to prepared well in time along with the items required (stationary, desktop/laptop, internet connectivity, data pack and any other specific requirement communicated by concerned faculty) to undertake the examination.
10. **The student needs to join Google Meet Link atleast 10 Minutes prior to the start of Exam and they need to keep the camera ON till the submission of their Answer Sheets. In any case if any student fails to keep the camera in ON mode, he/she may be marked absent by the invigilator.**

11. The concerned subject teacher shall maintain the attendance and record **the video of examination for the entire duration.**
12. Each student is required to write his/her **Name, Roll No, Subject Name, Subject Code, Programme, Semester, Department, Date of Exam and Number of Pages written on top of first sheet** and put **Signature with Date at the bottom of each sheet** of the answer booklet.
13. If a student found guilty of indulging in unfair means, strict action as per Institute Rules may be initiated against the guilty student.
14. After the examination time is over, the students may be given extra 15 minutes to scan and upload their answer booklets on Google Classroom or send back on subject teacher's Email Id. Further, delay in submission by a student may lead to deduction in marks or rejection of whole answer booklet.
15. The students need to save the pdf of their answer sheets by the name "rollnosubjectcode.pdf" e.g. xxxxxcsd211.pdf and upload the same on the classroom.
16. The students shall retain the hardcopies of their answer sheets with them and handover the sheets to the teacher concerned while they come back in the Institute.


Associate Dean (E&E)

Copy To:

1. PS to Director for information of Hon'ble Director Please.
2. Dean Academic for information Please.
3. Associate Dean (A&R) for information please.
4. HoDs for information and necessary action particularly in context of point no. 4 and for circulation among Faculty Members and Students.
5. FI (Computer Centre) for uploading the guidelines on Institute Website.
6. FI/AFI (Examination) and FI/AFI (Result Processing) for information and necessary action please.