



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{Office of Associate Dean Examination and Evaluation}

No. NIT/HMR/Exam-59/03/Vol.-14/2023/8715-30

14/09/2023

General Instructions for Mid Semester Examination

1. The centrally prepared date sheet and allotted rooms for conduction Mid Semester Examination are being shared with the Departments.
2. The examination, its weightage and duration shall be as follows:

Examination	Weightage	Time
Mid semester Examination	30%	90 minutes

3. Concerned subject teachers will act as a coordinator for conduct of the examination and as per the strength of the students more invigilators shall be deputed by the head of the department.
4. Seating plans for examination as per the allocated rooms should be prepared by the Concerned Department/subject teacher and must be shared with students as well as other invigilators well in advance.
5. Duty roster shall be prepared at the department level as per centrally allotted rooms and head of the department may ensure the invigilation duties are performed by the concerned teachers.
6. The invigilator(s) shall maintain the proper record of the attendance of the students appearing in the examination.
7. The answer sheets/drawing sheets or any other specific material required for conduct of the examination should be collected from the central Store section well in advance.
8. The answer sheets collected after the conclusion of the examination should be handed over to the concerned subject teacher for evaluation along with the attendance record of the students and the copy of the same should also be retained by the department office.

Associate Dean (E&E)

Copy to:

1. PS to Director for information of Director, NIT Hamirpur.
2. Dean Academic for information, please.
3. HODs for information and necessary action please.
4. FI/AFI (Examination) for information and necessary action.
5. FI(CC) with request to upload the date sheet along with room allotted on the institute website please.