



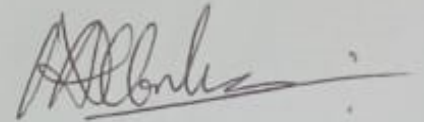
INSTRUCTIONS TO STUDENTS
ON CONDUCT OF ONLINE UNDER GRADUATE (UG) EXAMINATIONS, 2021

1. Students are advised to keep in touch with the college/Coordinator/faculty over phone, e-mail, messaging or any other available technology.
2. Make sure that all assignments and other internal assessments given by the faculty in-charge are completed.
3. It is important to note that continuous internet connection will not be required for appearing in the online examinations. Internet will be needed only during the time of downloading the questions and submitting your answer scripts. You may use conventional scanners or apps such as Adobe Scan, Doc Scanner, Cam Scanner on your phone camera to scan your answer scripts and send to the Faculty in-charge using email or whatsapp or any available technology on the day of examination. Confirm your submission with the Faculty in-charge.
4. Students should arrange the required stationeries like paper, pen etc. in advance. Make sure you have sufficient plain papers or notebook pages for writing the answers.
5. The first page of the answer script must contain your details like **Roll Number, Subject Code, Subject Name, Examination details**. Quote your **Roll/Reg. Number** in the other pages compulsorily.
6. Do not copy or let your answers be copied. Also do not copy the answers exactly from the books or other source. As much as possible, it must be answered in your own words.
7. Examinees/ students should write the exam in his/her own handwriting legibly and submit/upload only hand written answers to the respective faculty in-charge /department. Answer scripts with multiple handwritings shall be rejected summarily by the evaluator and marks will not be awarded for that particular question.
8. Answers to the essay type questions carrying 9 and 14 marks should not exceed 1000 and 1500 words.
9. Put page numbers in your answer scripts (top right column) for the convenience of the examiner/evaluator. Put your signature on every page (bottom centre) including the front page.

A handwritten signature in black ink, appearing to be 'Albina', written over a horizontal line.

10. Scan your handwritten answer scripts and convert it to a single PDF file with multiple page and save it with your Roll number e.g. 057/2019.pdf.
11. Make sure to give your attendance on the day of examination to the faculty in-charge through audio call, whatsapp, messaging etc.
12. Make sure that you submit or upload all your answer scripts to the college/teacher in charge within the allotted time through email, Whatsapp, Google classroom app etc as per the instruction of your teacher/college authorities.
13. If there is network problem in your place/area make sure to find a suitable place/area (friends or relatives) to stay during the time of examination.

WISHING ALL OUR STUDENTS THE BEST IN THE UPCOMING EXAMINATIONS.



(N. ALBERT KHIZHO)
Deputy Registrar (Examinations)