# Mid Term Examination Guideline (Oct. 2020) For Students

Following guidelines are to be followed by students during midterm examination starting from 12/10/2020

1. Mid Term Examination will be conducted in **online mode and is compulsory for all the students.**

2. If any student is missing the exam, he/she will be marked as absent.

3. Examination date sheet and Timing of Examination (Semester wise) will be displayed on college website  by 08/10/2020

4. No separate examination will be conducted for back paper. If any student is having back paper, he/she will give the examination with regular student of the semester in which he/she has back.

5. Duration of Exam is 1hrs 30 Min.

6. Question Paper will be of 30 marks and the format of paper will remain  same as was earlier

7. Syllabus of Midterm exam is unit 1 & 2.

8. Examination will be conducted on MS-Team platform.

9. If any student has problem with their MS-Team account resolve it before examination.

10. Students are directed to **join their Team class channel,10 minute before the schedule time of examination**

11. No Student will allow to join the Team class channel after start of the examination.

12. Invigilator will communicate the exam paper through chat box on MS-Team only at the start of Examination.

13. Keep your audio and video on during the examination.

14. No student will leave the meeting during the examination. Follow the instruction given by Invigilator during the examination

15. **Student will use A-4 sheet for writing the answer**

16. Student will submit **the hand written scan copy of answer sheet in one pdf file** on the <mark>test folder created on "file" tab of their channel</mark>.

17. Student will get additional 10 min. after completion of Examination for uploading the answer sheet on MS-Team

18. No answer sheet will be accepted or evaluated if uploaded 10 min. after the completion of Examination.

19. Students will give pdf file name in following format "**Enrollment Number_Full Name_ Semester_Subject Name**".

20. <mark>Student will write their enrollment Number and page no. on every page. It is mandatory</mark>.

21. <mark>Student will write following information on first page. It is mandatory</mark>

    Mid Term Examination (Oct. 2020)
    1) Name:-
    2) Enrollment Number:-
    3) Semester :-
    4) Subject Name :-
    5) Subject Code :-
    6) Date Of Examination :-

22. **It is mandatory for students to keep the hand written answer sheet for record** and the same will be submitted to concern subject teacher as and when asked by subject teacher or college.

23. If any student has network related issue, he or she can give their examination from the college