

INSTRUCTIONS FOR STUDENTS

- Mid Semester Test (MST) are to be conducted in an **ONLINE MODE** for the students who have registered themselves in PhD Course work for the Session Autumn 21-22.and are having minimum attendance as per the exam regulations
- Candidates are advised to check the schedule and timings for the examinations from the notified Examination Schedule.
- Install Scanning App- **DocScanner** in your Android phone. (You can use **Cam Scanner** also if you already have it installed).
- Get a 120 pages , white sheets, ruled note book for writing answers in it.
- Candidates should write the answers only on white sheets note book / Register (with a page restriction of 20 pages per paper) and mark page number in each sheet. The candidates are advised to write their answers precisely and attempt the question paper not exceeding the page limit.
- Before writing answers, the candidates are required to write the following details on the first page of answer sheet.

ENROLLMENT NO.:	
Name:	Program:
Branch/Sp.:	Semester:
Course Code:	Course Name:
Total No. of Pages:	Date of Exam:
Signature:	

- The link for question paper will be available in University website and would be active only **05 minutes** before the scheduled time for the exam. **1.5 hrs** would be given for writing the exam.
- After completion of the examination, the candidates should scan each written page in an order serially and compile in a single file in PDF and upload the PDF. 30 minutes would be given for scanning and uploading the answer sheet. **The link for submission of answer sheets will be deactivated after that**
- **SUBMITTING THE ANSWER SHEET TO THE UNIVERSITY THROUGH EMAIL / WHATSAPP OR ANY OTHER MODES IS NOT PERMITTED.**
- Upon Submission, an auto generated email would be sent to you on your email ID. This is the acknowledgement that your answer sheet has been successfully submitted.
- **The hard copy of the note Book / Register containing all answer sheets should submitted to the Office of HOS on your first Visit to University Campus.**

PLEASE NOTE:

- On receipt of report regarding use of unfair means (UFM) by any candidate or malpractices used, the Examination Discipline Committee shall have power at any time to institute inquiry and to punish such persons using malpractices.