

INSTRUCTIONS to students writing FINAL SEMESTER EXAMINATION, APRIL 2020

1. Date of exams: **23-09-2020 to 29-09-2020.**
2. Time : **9.30 to 11.00 a.m.**
3. The examinations will be conducted only for **current year final semester of UG/PG degree students and course completed students having arrears in final semester.**
4. Duration of examinations will be for **90 minutes.**
5. The question paper will be made available in the college website on the examination day from **09.00 to 11.00 a.m.**
6. Students can download the question paper and then write the exam.
7. Students should write the answers only in **A4 white sheets within 18 pages.**
8. Students should write the answers only in **BLUE/BLACK PEN** and should not type the answers in the answer script.
9. Student shall not copy and paste diagrams or any text matter or resort to any form of malpractice.
10. Students must **write the following** on the top of the answer script **in each and every page:**
 - a. **Name:**
 - b. **Register Number:**
 - c. **Subject Code:**
 - d. **Page Number:**
 - e. **Signature with date:**
11. Students should **STOP WRITING at 11.00 am** and arrange the answer sheets according to the page number and scan them properly. **Within 12 Noon of the same day, the student has to send the scanned copy of the answer script to the respective email id.**
12. Student should ensure to send the answer script **as a single PDF file** with his **Register Number** as the **FILE NAME.**
13. Scanned copy of the answer script should be **mailed** to the respective **subject email id** (given in the college website).
14. Responsibility lies with the student to ensure that the mailed scanned copy of the answer script is **perfect in all respects as given above.**