

Instructions to the candidates for Final Semester Examinations June-July 2021

(In case guidelines are not followed Examination is liable to be cancelled)

Please read all the instructions carefully and follow the same

1. **Question Paper** : Question paper will be received by you on your email Ids (pl confirm your email ids in your departments) on the date and shift as per schedule declared.
2. **Answer sheets**: You are required to use the answer sheet as attached. Print or copy the same sheet or use the same format. No other formats will be acceptable.
3. **Submission of answer sheets**: You are required to make the single PDF file of all the pages for the particular subject. Name the file as rollno_name of the subject (e.g. BTCE1601000_Engineering Physics). **DO NOT** reply back to the same mail id as question paper is received. **Compose** your mail and send **TO**: Concerned teacher mail as mentioned in mail **COPY TO** : the mail id from where the question paper is received and at answercopies@niu.edu.in failing which your attendance will not be marked and result will be withheld. NO queries will be entertained in this regard later on.
4. **Subject of the Mail** : While sending your answer sheet your subject of the mail will be as rollno_Subject name (in full) (e.g. BT/CE/1601/000_Engineering Physics) do not use the short name of the subject. Same can be written in the text of the email. No other text is required in the email.
5. **Submission Timing**: Submit your answers within 30 minutes after completion of time as declared in the schedule. 12:30 for the shift 10:00 to 12:00, 1:30 for the 10:00 to 1:00. Please note late email submission will not be accepted and you will be marked absent. **All timings are as per Indian Standard Time**
6. **All texts, sketches in the answer sheet should be hand drawn and hand written. No typed text or images from the Internet are allowed.**
7. In case of any clarification or difficulty you are required to contact your Director / HOD /Exam Coordinator / Concerned subject teacher.