

Instructions to the candidates for Pre Final Semester Examinations January 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 **answersheets@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. 12:45 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 / Concerned subject teacher.