North Lakhimpur College (Autonomous)

Guidelines and SOP's for BA/BSc/BCA 6th /4th/2nd Semester Examination (Non CBCS), August 2021 to be conducted in ONLINE mode

Based on the resolutions of the meetings of the Examination Committee held on 14/07/2021 and The Academic Council held on 09/08/2021, the following guidelines and SOP's are issued to be followed for the 6th (NON-CBCS) , 4th and 2nd Semester (Repeaters', NON-CBCS) examinations of North Lakhimpur College (Autonomous) to be started from 17/08/2021. All students are hereby informed to **go through it carefully and follow accordingly.**

1. 6th semester (NON-CBCS) , 4th and 2nd Semester (Repeaters', NON-CBCS) theory examinations will be held in **online mode**. Date and time of the examination will be as per the examination programme.
2. Questions will be short answer type, essay type and analytical type.
3. Maximum marks for each paper is **50**, the time duration is **2 hours**.
4. Maximum pages for an answer script are **15**.
5. **A MOCK TEST** will be conducted on **14/08/2021 from 10:30 am**.
6. Ensure reliable internet access with sufficient network connectivity and data pack.

Procedures to be followed to download the Question Paper and Upload the Answer scripts:

Step: 1   **(Downloading the question paper)**

     a. Login to the examination portal **https://examination.nlc.ac.in** 30 minutes before the start time. No admit card is required. You simply need your Class Roll No, and your registered mobile number to login to the portal.
(Your class roll no must be typed in the proper format. E.g. for BA students: 18BA001, for BSc students: 18BSC001, for BCA students: 18BCA001. The registered mobile no is the same number that you used in the form fill up)

     b. Download your question paper. It will be available in the portal for downloading 15 minutes before beginning of the examination. **(From 10:15 am)**

     c. **In case, if you find difficulty to download your question paper:**
Contact the teacher who is assigned as nodal officers*(list is given with the allotted subjects at the end) immediately, both by WhatsApp as well as by calling, and provide the code of the question paper that you need. Your teacher will help you by sending a copy of your question paper.

Step: 2   **(Writing the answers)**

     a. Once you have downloaded the question paper, start writing your answer on **A4** sheets (**white plain paper**). Write your answers only in one side of the paper (for better quality scanning purpose)

b. Use only **black pen** to write the answers. Other coloured pens are not allowed which may lead to cancellations of answers.
c. Candidates have to write their answers with their **own handwriting**. Printed/typed copy of the answers will not be accepted.
d. Write the following details on the first page of your answer script:
   I. Exam Roll Number:
   II. Semester:
   III. Course(Subject)
   IV. Paper code:
   V. Title of the paper:
   VI. Group (if any)
   VII. Date and time of the exam.

e. **Each page of answer script must be clearly numbered and it shall not exceed 15 pages. If any answer scripts contains more than 15 pages, then only first 15 pages will be printed for evaluation.**
f. Complete your writings within stipulated time **(12:30 pm)** as indicated in your respective question paper. There is no bar in writing answer in the cover page leaving space in the sheet after writing your Exam Roll no, course, paper code, semester, date etc.

Step: 3   (Preparing for uploading)

a. On completing the examination, **scan** each page of the answer script and save in one **pdf** file and name the file carefully. The file name should be given as follows:
   Roll No-Paper code
   For e.g: 18BSC001- CT-5-MTH-601
b. Ensure that the answer sheets are properly scanned, converted to **single PDF** maintaining serialization of the pages.
c. Recheck the size of the document that it doesn't exceed **10 MB in size**.
d. Ensure that all answers are properly visible (proper scanning will be students' responsibility). **Download proper app** in your smart phone or computer to scan your answer script into a single PDF file
e. **The scanned answer sheets must be in <u>Black and White/ Gray scale format and page size must be A4.</u>**
f. While scanning, it must be ensured that no other images are scanned along with the sheets. This can be done by proper cropping.

Step: 4   (Uploading the answer scripts)

a. Upload the document to the designated portal **https://examination.nlc.ac.in** within **<u>45 minutes</u>** from the end of the allotted time of the examination. **(Before 1:15 pm)**
b. At the time of uploading your scanned files to the NL college portal, **you must remember to click the submit button to send the files to the college.** Simply uploading files will not ensure that your answer script has been submitted to the college.
c. After completion of specified time, students are not allowed to upload the scanned PDF copies.

d. Candidates who are unable to send the PDFs of their answer sheets within stipulated time shall be considered as absent in the examination.

Step: 5 <u>**(Keeping the original answer scripts)**</u>

a. After uploading, all the original answer sheets in sequence must be stapled together and keep in an envelope which should be submitted to the respective Heads of the Department when the college will re-open for students.

b. In case any discrepancy between the uploaded soft copy and submitted hard copy of the answer script is detected, his/her candidature is liable to be cancelled.

N. B.

1. The college will not be responsible for slow/ poor connectivity of internet.

2. Students are advised to practice the use of the scanner app so that there will be no complication at the time of actual uploading.
(Example of some scanner app students can use: Adobe Scan, PDF Scanner, Document Scanner, Tinyscanner etc. There are many scanner apps available in play store)

3. Don't take photograph and upload the same. Use of some scanning app is must.

*Nodal Officers to be contacted by the students in case of any problem according to the subjects allotted:

Sl. No	Name of the Nodal Officer	Contact Number	Subjects Allotted
1	Sagir Hussain	9864570550	Anthropology, Assamese, Botany, Chemistry, Economics, Education
2	Bubu Boruah	7002022067	Electronics, English, Geography, Home Sc, Hindi, Mathematics, History
3	Hemanta Madhab Gogoi	9854273396	Physics, Statistics, Philosophy, Pol Sc, Zoology, BCA

10/8/2021

Controller of Examinations
North Lakhimpur College
(Autonomous)