

NARULA INSTITUTE OF TECHNOLOGY

An Autonomous Institute under MAKAUT, WB

Instruction Manual for Even Semester Examinations 2021

- 1. MASTER SHEET:** Will be provided to the students by COE section through student's mentors. Also available at www.nit.ac.in. MASTER SHEET will contain the following details:

Date (Day) – Time									
Course	Stream	Sem	Code	Paper Name	Regulation	Type*	Pass out Batch	Question Paper Download Link	Password Link

- 2. Question Paper Download:**

Question papers download links will be available in the MASTER SHEET. Just click on the link to download the specific question paper. All questions are password protected.

- 3. Password:**

To get the password a link will be there in the MASTER SHEET. Just click on it to know the password. Password will be available just 10 minutes before the commencement of the examinations.

- 4. Examination:**

Fill up the top sheet with all details. Write your answers on A4 sheets. On every page just write the page numbers with answers. Do not write your name or roll number on the answer scripts. Scan all the pages sequentially including the top sheet as the first page and make a single PDF file. File name must be 'UniversityRollNumber_PaperCode'. If file is not named properly as per the instruction answer scripts may be rejected.

- 5. Uploading Answer Scripts:**

Department and batch specific answer scripts uploading links will be available at the end of the question papers. After clicking on the link a form will come. Fill up all the details and attach the PDF file and click on submit button. One student can submit only one PDF file. So be careful while clicking on the submit button. After submission of the answer script students will get a confirmation mail at the mail id mentioned in the form. Answer scripts submitted beyond the specific time period (Till 01:30PM for 1st half and till 05:30PM for 2nd half) will not be considered.

- 6. If failed to upload:**

If a student failed to upload the answer script through the google form he/she can send the answer script at helpdesk_coe@nit.ac.in with the subject line mentioning 'UniversityRoll_PaperCode'. Answer scripts sent to the mentioned e-mail id beyond the specific time period (Till 01:45PM for 1st half and till 05:45PM for 2nd half) will not be considered.