



# COTTON UNIVERSITY

## Department of Molecular Biology and Biotechnology

Panbazar, Guwahati- 781001, Assam, India

Website: www.cottonuniversity.ac.in

Ref. No.CU/MBBT/2020/018

Date- 20-05-2021

### Guidelines for Online Mid-term Examination, 2021

The following examination guidelines are hereby notified to the faculties and students of Department of MBBT, CU to be followed during of online mid-term examination for UG (4<sup>th</sup> and 6<sup>th</sup> sem) and PG (4<sup>th</sup> sem) to be commenced from 25<sup>th</sup> May and 1<sup>st</sup> June 2021 respectively

1. Pdf copy of the question paper would be sent to students 5 min before schedule exam time through Google Classroom/WhatsApp or any other convenience means by the concerned Invigilator cum coordinator as indicated in the notified time table.
2. Students have to write their answers on single side of plain A4 papers. The first page should contain the following basic information. Answer should be written from 2<sup>nd</sup> page

**Exam Name: Online Midterm Examination**

**Enrolment No.**

**Paper Name:**

**Paper code:**

**Date**

**Total No of Pages**

3. All the pages should be serially numbered, starting from the first page, at top of the page. The student should put his/her signature at right top right corner of the first page.
4. After complete writing, the answer scripts have to be scanned serially and submitted as a single pdf file to the concerned Invigilator cum coordinator preferably in Google Classroom. The pdf file should be named as below

Paper Code\_Enrolment No

(Example: BTN601C\_BTN1832003)

5. Students are advised to use **DOC Scanner** android app (<https://play.google.com/store/apps/details?id=com.cv.docscanner>) for scanning the answer scripts. This app significantly reduces (without compromising on the resolution) the file size which can easily be uploaded despite poor connectivity.
6. Answer scripts submitted after allotted time would not be considered for evaluation.
7. The hard copy of answer scripts has to be submitted to the department once university reopens.
8. For any problem regarding your question paper or uploading your answer scripts, the students are hereby asked to contact the concerned Invigilator cum coordinator.

(Raju Bharalee)

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