

## GUIDELINES FOR ONLINE EXAMINATION

**PLEASE NOTE THAT THERE IS ONLY ONE FIXED SESSION IN WHICH STUDENTS CAN APPEAR FOR AN EXAMINATION**

1. Login to the examination portal <https://examination.nlc.ac.in> before the examination start time with the **REGISTERED MOBILE NUMBER** and **STUDENT ID**.

Examination Portal - North Lakhimpur College (Autonomous)  
Enter your mobile number and student id to access the portal.

Registered Mobile Number  
Enter your Registered Mobile Number

Student ID  
Enter your Student ID  
Ex: 17BA061, 17BSC001, 17BCA001

Enter Calculated Value  
9 + 4 =

Log In

2. Download the Question Paper from the portal dashboard (available from 10.30am).

Examination Portal  
NORTH LAKHIMPUR COLLEGE

NAVIGATION  
Dashboard

FEE & PAYMENT  
Payment Receipt

Demo Account  
STUDENT

Demo Account  
17BSC011 - BSc - 6th  
North Lakhimpur College (Autonomous)

DOWNLOAD QUESTION PAPER  
Download

UPLOAD ANSWER SCRIPT  
Upload

EXAMINATION FEE RECEIPT  
Print

In case of any Payment Error, if your payment receipt does not get generated and the amount has been debited from your bank account, please contact our technical helpline no or send a mail to techsupport@nlc.ac.in within 3 hours from the time of transaction mentioning your name, student id, mobile no, date and time of transaction. It may take 24-72 hours to confirm the transaction by reconciliation with the bank/payment gateway.

2017-20 © North Lakhimpur College (Autonomous), Powered by Dee Tech Solution

3. Once you have downloaded the Question Paper, start writing out your answers on A4 sheets (which can be either ruled or unruled).

◆ Write the following details on the first page of your answer script

- i) Name:
- ii) Student ID/Roll No:
- iii) Course Code:
- iv) Paper Code:

([click here](#) for sample)

4. The time limit for regular students is from **10.30am to 1.30pm**, within which he/she has to write and upload the answer script. However, **the time of commencement of all exams is the same** as mentioned in the [examination programme](#).

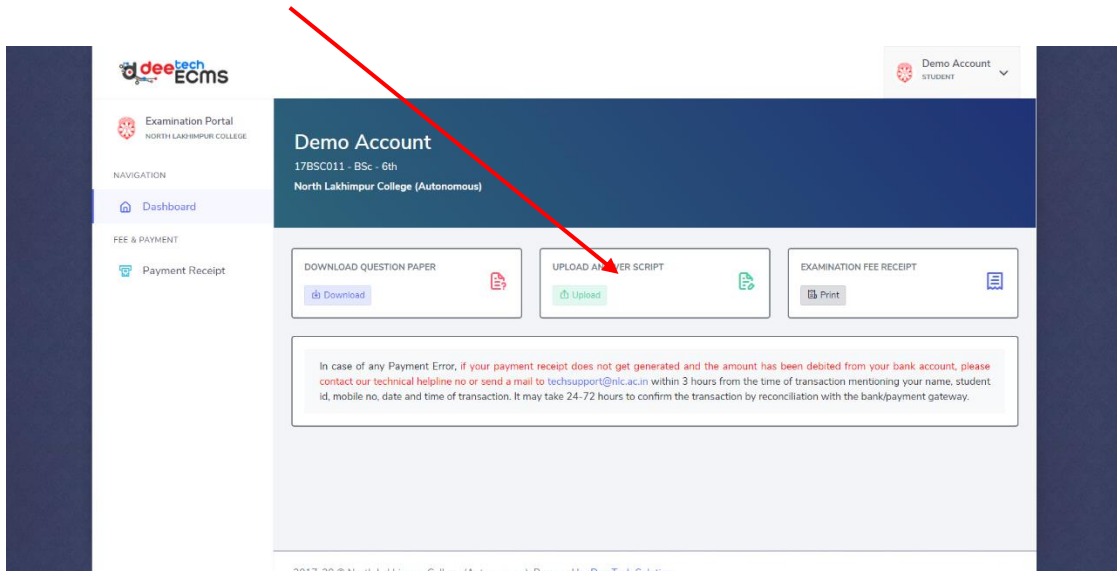
5. After completion of writing of the answers, students have to scan the answer sheets serially, save preferably in one **PDF** format and name the file carefully. The file name should be given as below:

**Semester – Roll No - Subject - Course code**

*e.g.: 6<sup>th</sup> sem17BSC029PHY-CT-3-PHY-601*

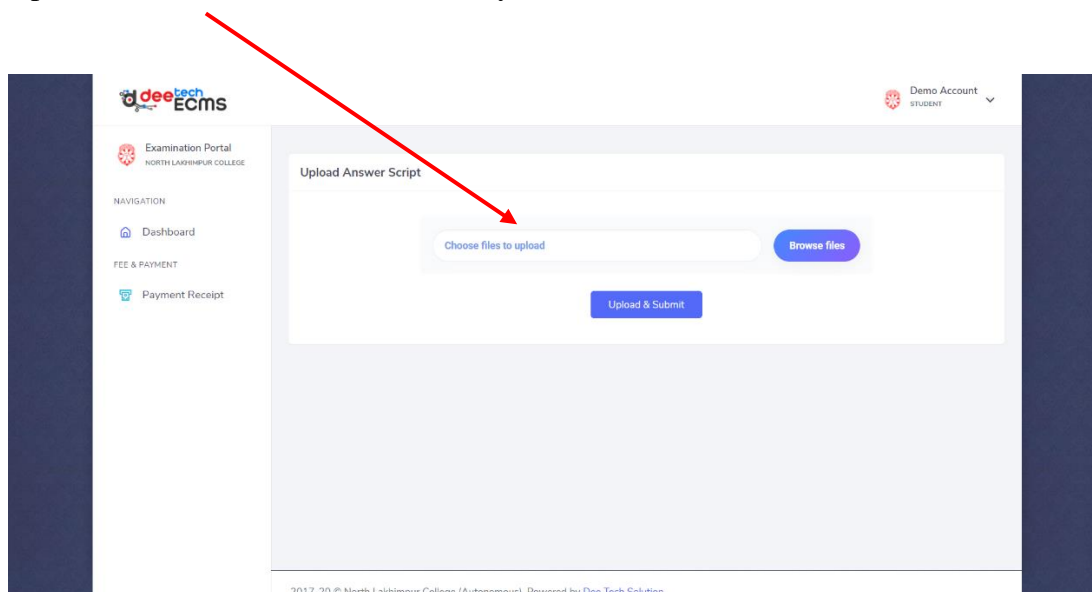
6. Care must be taken so that all answers are properly visible; proper scanning will be students' responsibility.

7. Click on "Upload Answer Script" option on the dashboard.



The screenshot displays the Examination Portal interface for a Demo Account. The account details are 17BSC011 - BSc - 6th, North Lakhimpur College (Autonomous). The dashboard features three main action buttons: 'Download Question Paper' (with a 'Download' button), 'Upload Answer Script' (with an 'Upload' button), and 'Examination Fee Receipt' (with a 'Print' button). A red arrow points to the 'Upload Answer Script' button. Below the buttons, a notice states: 'In case of any Payment Error, if your payment receipt does not get generated and the amount has been debited from your bank account, please contact our technical helpline no or send a mail to techsupport@nlc.ac.in within 3 hours from the time of transaction mentioning your name, student id, mobile no, date and time of transaction. It may take 24-72 hours to confirm the transaction by reconciliation with the bank/payment gateway.'

8. Upload the **PDF** answer sheet carefully.



9. Once the answer sheet **PDF** file is uploaded no further changes can be made.

10. After **1.30pm**, students are not allowed to upload the scanned **PDF** files.

11. After uploading, the candidates will be directed to an acknowledgement page, confirming the successful completion of the process.

12. Candidates have to print/download the acknowledgement page for any further reference.

13. Students are advised to read the **SOP** ([click here](#)) for details.

**A mock test will be held on 24<sup>th</sup> Sept. 2020 from 11.30am to 12.30pm.**

Principal  
North Lakhimpur College  
(Autonomous)