Guidelines for M.Phil /M.A/M.Sc/PGDCA/B.P.Ed/B.Voc Ist &3rd Semester Examination, June 2021 to be conducted in ONLINE mode

Procedures to be followed---------------

Step: 1

a. Ensure reliable internet access with sufficient network connectivity and data pack.

b. Login to the examination portal **https://examination.nlc.ac.in** 30 minutes before the start time. No admit card required. You simply need your Examination Roll No, your Log-in ID and password.

c. Download your question paper. It will readily available in the portal.

d. In case, if you find difficulty to download your question paper:

   i. Contact the teacher who is assigned as nodal officer* immediately, both by Whats App 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.

   ii. Alternately, you can also go to the North Lakhimpur College (Autonomous) website where all papers of that particular examination session will be available. Download the one you need, as per the course code.

Step: 2

a. Once you have downloaded the question paper, start writing your answer on A4 sheets (**white plain paper**).

b. Use only black pen to write the answers. Other color 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. Complete your writings within stipulated as indicated in your respective question paper. There is no bar in writing answer in the cover page leaving space on the top of the sheet to write your Exam Roll no, course, paper code, semester, date etc.

Step: 3

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:

                Semester – Roll No - Subject -Paper code

                For e.g: Ist sem-20MA029-MAS- CC-3-MAS-101

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).**

e. Send the document to the designated portal **https://examination.nlc.ac.in** within 45 minutes from the end of the allotted time of the examination.
f. 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.
g. After completion of specified time, students are not allowed to upload the scanned PDF copies.
h. If for some reasons, you are unable to upload or submit your files, you can use the option of submitting via E-mail within the stipulated time. You can send your scanned files to the email id: obc@nlc.ac.in
i. Keep in mind the following when sending your files as an attachments via E-mail
   i. Your scanned answer script should be sent as attachments to the email **as a single PDF for the entire paper.**
   ii. While emailing the following information should be provided in the "**Subject**" field of the email: **Roll No-course code-date**, *for eg-20MA029-CC-3-MAS-101-12June.*
   iii. In the body of the email following information should be provided:
      I. Exam Roll Number
      II. Course(Subject)
      III. Paper Code
      IV. Title of the paper
      V. Group(if any)
      VI. Semester

Step: 4

a. After uploading, all the 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. Please note that there is only one fixed session in which students can appear for an examination.

*Nodal Officers
1. Mr. Ponjit Borgohain, Assistant Professor, Dept. of Computer Science. Contact no. 7002685769
2. Mr. Sagir Hussain, Assistant Professor, Dept. of Geography, Contact no. 7002494396

5.6.21

PRINCIPAL,
North Lakhimpur College
(Autonomous)
Lakhimpur, Assam

5.6.21

Controller of Examinations
North Lakhimpur College
(Autonomous)

Controller of Examinations
North Lakhimpur College (Autonomus)
Lakhimpur

North Lakhimpur College (Autonomous)
Standard Operating Procedure (SOP)
M. Phil / M.A/M.Sc/PGDC/B.P.Ed &B.Voc 1st and 3rd Sememester Examination, June, 2021 to be conducted in ONLINE mode

Based on the resolution of the meeting held on 28-05-2021 in the Office of the Principal, the following SOP is issued to be followed for ensuing P.G and M. Phil Course Work examinations of North Lakhimpur College (Autonomous). All students are hereby informed **to go through it carefully and follow accordingly.**

1. 1st & 3rd (Regular and Repeat) theory examinations will be held on online mode. Ensure reliable internet access. 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. At the start time of examinations, candidates have to download their question papers from online examination portal **https://examination.nlc.ac.in**
4. The question paper will be available for downloading 15 minutes before beginning of the examination.
5. **Use only black pen to write the answers on plain white paper (A4 size).**
6. Candidates have to write their answers with their own handwriting. Printed/typed copy of the answers will not be accepted.
7. Write the following details on the **first page of your answer script:- Exam Roll Number, Course (Subject), Paper code, Title of the paper, Group (if any), Semester, Date and time of the examination. (Note: Exam Roll number should be in proper format, e.g. 20MA029, 20MS010 etc.**
8. **Each page of answer script must be clearly numbered and it shall not exceed 20 pages.**
9. A candidate must complete his/her answer writings within stipulated time as indicated in the respective question paper.
10. After completion of the writing of answers, students have to
    a. Scan each page of the answer sheet serially (opt for **Black and White** scan)
    b. Save it in one PDF format in ascending order of the page numbers
    c. Make sure the file size must not exceed 10MB.
    d. Rename the PDF as follows: **Semester – Roll No - Subject - Course code**
       For example: 1th sem-20MA029-MAS- CC-3-MAS-101
    e. Upload the PDF to the designated portal within 45 minutes from the end of the allotted time of the examination.
    f. Click the **SUBMIT** button to send the file to the college portal.
11. While scanning make it sure 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.

12. After completion of specified time, students are not allowed to upload the scanned PDF copies. There will be no offline submission of any answer script anywhere.

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

14. 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 re-open for students. 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.

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

16. The Online portal for **downloading** question paper and **submission** of answer sheet is **https://examination.nlc.ac.in**

17. All practical examinations will be notified later on by the respective Head of the Department or Officers-in-Charge of the examinations.

18. The decision of the Controller of Examinations shall be considered as final and binding.

5.6.21

PRINCIPAL,
North Lakhimpur College
(Autonomous)
Lakhimpur, Assam

5.6.21

Controller of Examinations
North Lakhimpur College
(Autonomous)

Controller of Examinations
North Lakhimpur College (Autonomus)
Lakhimpur