




Annexure UG III

**NAGALAND UNIVERSITY**  
(A Central University Estd. by the Act of Parliament No. 35 of 1989)  
HEADQUARTERS-LUMAMI

**INSTRUCTIONS TO STUDENTS ON CONDUCT OF UNDER GRADUATE ODD  
SEMESTER ONLINE EXAMINATIONS JANUARY-2021**

1. Students are advised to keep in touch with the college/Coordinator/faculty over phone, e-mail, messaging or any other available technology.
2. Make sure that all assignments and other internal assessments given by the faculty in-charge are completed.
3. It is important to note that continuous internet connection will not be required for appearing in the online examinations. Internet will be needed only during the time of downloading the questions and submitting your answer scripts. You may use conventional scanners or apps such as Adobe Scan, Doc Scanner, Cam Scanner on your phone camera to scan your answer scripts and send to the Faculty in-charge using email or whatsapp or any available technology on the day of examination. Confirm your submission with the Faculty in-charge.
4. Students should arrange the required stationeries like paper, pen etc. in advance. Make sure you have sufficient Plain papers or notebook pages for writing the answers.
5. The first page of the answer script must contain your details like **Roll Number, Subject Code, Subject Name, Examination details**. Quote your **Roll/Reg. Number** in all the pages compulsorily.
6. Do not copy or let your answers be copied. Also do not copy the answers exactly from the books or other source. As much as possible, it must be answered in your own words.
7. Examinees/ students should write the exam in his/her own handwriting legibly and submit/upload only hand written answers to the respective faculty in-charge /department.
8. Put page numbers in your answer scripts (top right column) for the convenience of the examiner. Put your signature on every page (bottom centre) including the front page.
9. Scan your handwritten answer scripts and convert it to a single PDF file and save it with your Roll number. (e.g. If the Roll No is 057, then the answer script should be saved as 057.pdf)
10. Make sure to give your attendance on the day of examination to the faculty in-charge through audio call, whatsapp, messaging etc.
11. Make sure to submit or upload all your answer scripts to the college/teacher in charge/ Co-ordinator within the allotted time through email, Whatsapp, Google classroom app etc as per the instruction of your teacher/college authorities.
12. If there is network problem in your place/area make sure to find a suitable place/area (friends or relatives) to stay during the time of examination:

  
(Dr. MAONGSANGBA)  
Controller of Examinations  
Nagaland University