

## **INSTRUCTIONS FOR CONDUCT OF MIDTERM EXAMINATIONS**

### **(FALL-2020 SEMESTER)**

1. Midterm Exams of all students shall be held on campus from 16 - 21 Nov 2020 barring those who are quarantined due to COVID-19 during this period.
2. Midterm Exams shall be conducted in following groups for all classes having strength more than 20:
  - a. Group 'A': 50% students of each class from serial 1 onwards.
  - b. Group 'B': 50% students of each class (after group A)
  - c. Group 'C': All students who are/ would be quarantined due to COVID-19 during the midterm exams duration (i.e 16-21 Nov 20).
3. All faculty members are requested to prepare two question papers and submit these in sealed envelopes to respective HoDs who will mark one for group 'A' and other for group 'B'.
4. Midterm exams for group 'C' shall be conducted within 2 weeks after 21 Nov 2020.
5. Midterm exams shall be conducted in accordance with the date sheet for all depts.
6. Duration of midterm exams may be set between 60 and 90 mins by respective teachers.
7. Concerned faculty will be responsible to check answer sheets, discuss these with respective students and enter the award in ACADMAX by 28 Nov 2020.
8. All answer scripts along with question papers shall be sent to Exams Branch by 30 Nov 2020.