

Dated: 09/10/2020

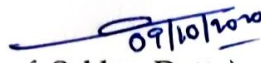
Academic Notification

As per the recent circulars from Tripura University the 6<sup>th</sup> semester Diploma Engineering and 8<sup>th</sup> semester Degree Engineering final examination along with even semesters' back papers will be conducted in open book system between 12/10/2020 to 17/10/2020. In order to conduct the examination smoothly, the concerned students of Tripura Institute of Technology are hereby advised to carefully note and follow the below mentioned instructions:

- 1) The students have to ensure that they are part of the departmental WhatsApp and email group created for this examination purpose and are receiving instructions from respective faculty members of the group.
- 2) The students will receive the question papers in the registered emails or WhatsApp group just before 15min of commencement of examination as per the examination schedule published by Tripura University.
- 3) Student should use white A4 size paper to write their answers.
- 4) The first page of the answer script should only contain the following information and the answer writing should start from second page:
  - a) Name of the Examination: 8<sup>th</sup> Semester Degree Engineering, 2020 / 6<sup>th</sup> Semester Diploma Engineering, 2020 (use appropriate portion)
  - b) Date of Examination:
  - c) Branch Name:
  - d) Name of the Subject:
  - e) Subject Code:
  - f) Name of the Student:
  - g) Roll Number:
- 5) All pages should have page number (e.g. 1, 2, 3,...) and full name of the student in the bottom portion of the page.
- 6) After stipulated time (2 hours for degree engineering and 3 hours for diploma engineering), students will scan the answer script serially in the increasing order of page numbers and convert into a single .pdf file. Check the pdf document carefully for legibility and if required scan again. Try to maintain the file size within 15MB. You can use smartphone apps like Adobe Scan, Google Drive etc. to convert the answer script into single .pdf document. Students are advised to practice scanning of dummy documents into single .pdf file at least one day prior to the examinations.
- 7) The file name of the answer scripts for all examination for a student should be rollnumber.pdf. Ignore the special character in the roll number. For example, if a student has roll number 27/CS/20/14, then the file name should be **27CS2014.pdf**

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- 8) The answer script is to be sent as attachment (as single .pdf file) in the same e-mail id from where the question paper for that subject is received within the stipulated time.
- 9) Students have to complete the task of sending the answer scripts in the manner stated above within 30 min of completion of examination period. Degree students have to send the answer scripts by 12:30pm for morning sessions and by 4:30pm for afternoon sessions positively wherever applicable. Similarly, diploma students by 1:30pm for morning sessions and by 5:30pm for afternoon sessions strictly wherever applicable.
- 10) Students are advised to check mobile internet connectivity in the place from where they will appear the examination to avoid any last minute inconvenience. In case of poor internet connectivity they are advised to move to nearby suitable place having better internet connectivity. Such student may appear from Tripura Institute of Technology, Narsingarh with prior intimation if desired.
- 11) Students are also advised to ensure charging of their mobile phones/laptops prior to the start of the examination to avoid inconvenience while receiving question papers or sending the answer scripts.

  
(Prof. Sekhar Datta)  
Principal

Copy to

- 1) Dr. Bijoy Kumar Upadhyaya, Associate Professor & Academic Supervisor for information.
- 2) Sri Bidyut Bhattacharjee, Assistant Professor & H. O. for information.
- 3) HOD of CE / CSE / ECE / ME / EE / AE / AA / FPT / Sc. And Hu. Department for information.
- 4) Faculty members of technical committee constituted vide No. F. 6(4)-TIT/EXAM/2007-08/ dated 28/09/2020 for information and necessary action.
- 5) Sri Gourab Bhattacharjee, Assistant Professor (CSE) for website upload.