## VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

Matunga, Mumbai 400 019 (Autonomous Institute affiliated to University of Mumbai)

No./VJTI/Exam Section/ MST /4776 /2022

Date: 2 9 JAN 2022

## Guidelines to Course Instructor/HOD regarding Mid Semester Examination February 2022

- 1. A proctored online Mid Semester Examination (MST) for First Year B. Tech, M. Tech & MCA students will be conducted from 7<sup>th</sup> February, 2022. Timetable for the exam will be displayed by respective departments on or before 31<sup>st</sup> January, 2022.
- 2. February 2022 -MST shall be subjective type, conducted for 20 marks and for one hour's duration. Faculty has flexibility to set multiple numbers of question papers by keeping the same difficulty level in each set. Examination will be conducted every day (except Sunday) from 12.00 Noon 01.00 PM.
- 3. Students have to write the answers of the questions in their own handwriting on A4 size pages and pdf copy of the same has to be uploaded on Google classroom created by the respective course instructor for this purpose on or before 1.10 PM. The Respective Course Instructor will provide the link of Google classroom to the students.
- 4. Course instructors should communicate his/her mobile number to the concerned students of the course for any clarification/issues during the examination.
- 5. Course instructors should keep the hard copy of the question bank ready with him/her during the examination for quick resolution of student's queries.

Controller of Examinations

(Degree)