

## Instructions to Students:

### Important Points at a Glance:

- A. **Answers to Part 1 and Part 2 should be written on separate answer books.** Each student will be provided with two 32-page answer books.
- B. **Answers written on wrong answer books will NOT be evaluated.**
- C. **At the beginning of the examination,** Invigilator will issue the Question Paper and ONE answer book to the students to **write answers to Questions from Part 1**
- D. **Answer book to write Part 2** will be issued to the student **only after returning the Part 1 answer book.**
- E. **Part 1** answer books will be collected from students who have not returned them, even **20 minutes before the exam ends.** After the exam concludes, Part 2 answer books will be collected.

### Detailed Instructions

1. Regarding Examinations of Multi-part courses, each student will be provided with two 32-page answer books. Additionally, two sets of barcodes are provided for each student to be pasted on the respective answer books.
2. There will be 2 separate Attendance sheets for Part 1 and Part 2.
3. **Answers to Part 1 and Part 2 should be written on separate answer books** and **answers written on wrong answer books will NOT be evaluated.**
4. **At the beginning of the examination, Invigilator will issue the Question Paper and ONE answer book to the students to write answers to Questions from Part 1.** Students shall write "(Part 1)" along with the course name on the facing sheet of this answer book.
5. *Procedure to be followed on pasting the Barcodes on attendance sheet and on answer book for both Part 1 and 2 is explained in detail at the end of this note.*
6. **Answer book to write Part 2 will be issued to the student only after returning the Part 1 answer book.** Students shall write "(Part 2)" along with the course name on the facing sheet.
7. Regarding pasting of barcodes on Attendance sheet and Answer books, same procedure should be followed in case of Spare Barcodes also.
8. **Part 1** answer books will be collected from students who have not returned them, even **20 minutes before the exam ends.** **After the exam concludes, Part 2 answer books will be collected.**

9. 2nd answer book will be issued to all the students to write answers to Questions from Part 2. **Even if a student chooses not to answer questions from one Part, they must still sign the attendance sheet for both parts, paste the barcodes on both answer books and return those answer books to the invigilator.**

**Procedure to be followed on pasting the Barcodes on attendance sheet and on answer book for both Part 1 and 2**

11.1 **At the beginning of the examination**, Invigilator will issue the Question Paper and **ONE answer book** to the students to write answers to Questions from Part 1. Then, Invigilator will collect signature of all students in the exam hall on the Attendance sheet for Part 1 after pasting first 2 stickers (Marked **[A]** in the figure below) (*alphanumeric code suffixed with “-P1”*) in relevant space.

11.2. Paste the remaining 3 Barcodes (Marked **[B]** in the figure) of Part 1 (*alphanumeric code suffixed with “-P1”*) on answer book of Part 1. Students shall write “(Part 1)” along with course name on the facing sheet. **This answer book should be used to write answers to Questions of Part 1 only.**

**11.3. The Part 2 answer book will be issued to the student only after they have returned the Part 1 answer book.**

11.4. Thereafter Invigilator will immediately collect the signature of the student on the Attendance sheet for Part 2 after pasting first 2 stickers (Marked **[C]** in the figure) (*alphanumeric code suffixed with “-P2”*) in relevant space.

10. Then paste the remaining 3 Barcodes (Marked **[D]** in the figure) of Part 2 (*alphanumeric code suffixed with “-P2”*) on the answer book of Part 2. Students shall write “(Part 2)” along with course name on facing sheet. **This answer book should be used to write answers to Questions of Part 2 only.**

11. Regarding pasting of barcodes on Attendance sheet and Answer books, same procedure should be followed in case of **Spare Barcodes** also.

12. If any one barcode is damaged and the student or invigilator decides to use a spare barcode, all barcode stickers previously pasted on both the attendance sheets and answer books must be replaced with the spare barcodes provided for multi-part courses. Ordinary spare barcodes should NOT be used for multi-part courses

**Following are the Multi-Part courses in B.Tech 2019 scheme**

**B.Tech 2019 scheme**

**EST120** - BASICS OF CIVIL AND MECHANICAL ENGINEERING

*Where Part 1 is BASICS OF CIVIL ENGINEERING and Part 2 is BASICS OF MECHANICAL ENGINEERING*

and

**EST130** - BASICS OF ELECTRICAL AND ELECTRONICS ENGINEERING

*Where Part 1 is BASICS OF ELECTRICAL ENGINEERING and Part 2 is BASICS OF ELECTRONICS ENGINEERING*

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