



St. Andrews Institute of Technology & Management

(Approved by AICTE, Govt. of India, New Delhi & Affiliated to M.D.University)

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NOTICE

10/06/2021

To,

- All B.Tech/BCA/BBA students
- All Departmental HOD'S and Faculty staff members
- Examination Cell
- Registrar Office.

This is informed to all B.Tech/BBA/BCA (All semester) students as per university notification dated on 04/06/2021, the odd semester online University Examination will be conducted from 17/06/2021 onwards. The University Examination committee has approved the following guidelines for online Examination.

1. The password protected question paper and Pass key in PDF file format will be sent on the authenticated students email ID before 15 minutes by the college examination cell
2. The online theory examinations of all Programs shall be of 3 hours' duration as per the respective Scheme of Examinations. However, the students shall be required to attempt any five questions carrying equal marks.
3. The students shall have to follow the Standard Operating Procedure (SOP) as per given below.

Standard Operating Procedures for Students for Online Descriptive Exams

Pre Examination:

The student will ensure:

1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of Examination.

2. The availability of the working video camera or web cam, microphone and Internet connectivity (at least 3G speed) on their access device (PC, Laptop, Smartphone). Students will be under Camera Surveillance of Invigilators during examinations.
3. To install Adobe Scan or Microsoft Office Lens in his smartphone and become familiar with its operations to create a single scanned pdf file from multiple pages, if he/she does not have a proper scanner.
4. To learn well before the date of first exam, how to scan the answer sheets and create a single pdf file of good readable quality.
5. Arrange for lined/ruled A-4 size sheets to write the answer.
- 6 All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answer sheet.

During Exam:

1. The student will join the video meeting at least 15 minutes before the start of examination.
2. To show her/his Admit card and Photo ID on the camera and also pronounce her/his Roll No in the Microphone. She/he is not allowed to switch off the camera and microphone during the examination.
3. Download/note down the question paper.
4. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
5. Attempt questions Serial No. wise and mark Page No. on each page.
6. Each question paper should be attempted in maximum 36 lined/ruled pages single side OR 18 sheets both sides.
7. In case of students who are not visible on the Proctor's screen, their paper may be treated as Cancelled.
8. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled.
9. If a student is cautioned/warned by the Invigilation staff upto maximum five times during the examination, then his/her attempt shall be treated as Unfair means and his/her paper shall be cancelled. In such cases, the

concerned Invigilator shall certify as “Certified that Roll No.examination on in the session was duly warned/cautioned during the examination for more than 5 times but did not pay heed to the same. Accordingly, the attempt falls under the category of UMC.” The online screen recording will be preserved by the college concerned and the concerned Invigilator will certify on that basis.

Post Examination:

1. At the end of the exam, the student has to scan the answer sheets using Adobe Scan or Office Lens app and convert all the sheets into a single pdf file.
2. He/she will be required to complete all the process & send the soft copy of his/her attempted questions in PDF format only through E-mail within the prescribed time on the same email address from which the Question Paper was sent to the student.
3. The quality of such PDF format file is to be ensured by the student such that the contents are readable. In case the file is not readable, then the attempted answer sheet shall be treated as Cancelled.
4. The Student must ensure that the overall size of the pdf file doesn't exceed 22 MB. Save file as ddmmyy-RollNo.pdf. The maximum number of answer sheets attempted should not exceed 36.
5. The student at the end of examination shall create a PDF of the attempted questions sequentially and the file name shall be as per example given as under:

E.g.:-

Date of Examination + Roll No. + Session of Examination for
example

160621 + 370965 + M Morning = 160621370965M

160621 + 370965 + E Evening = 160621370965E

6. The student has to send this pdf file to the same email Id from which she/he received the question paper within 1 hour of the scheduled end of exam.

Specimen of Answersheet

Page No. -1

a) Univ. Roll No. (in figures):1234567 ----- (In words): One Two Three Four Five Six Seven

b). Name of the student: XYZ c).Class/Semester: B.Tech 4th Semester.

d).Name of the Paper: Networking e). Code of Paper: 1001

f). Total No. of Pages written by candidate: 15

g). Date& Session of Exam: 03.03.2021 (Morning/Evening)

h). Sign. of the student

Ques. No. 1

Date

Page No.
(Page-1)

Rollno (In figure) ----- Code of Paper-----

Date

(Page No. & Signature)
(Page-2)



Director
SAITM- Gurugram