

# **St. Andrews Institute of Technology and Management**

## **Notice**

**Dated - 24/06/2020**

As per the Guidelines cited by Higher Education and Technical Education dept. Of Haryana due to Pandemic Covid-19, the current semester students will be promoted in next semester based on 50% internal assessment marks and 50 % of previous year university result.

So it is hereby informed to all students of B.Tech (1st, 2nd and 3rd year), ETCE-8th semester & BBA /BCA (1st & 2nd & 3rd year) that the college will conduct the **take home** internal examination from 6th - 12th, July 2020.

### **Instructions for internal examination:**

1. All students must take the internal Exams to be promoted to the next semester from their home itself.
2. The internal test will be of 2 hours per subject and question paper will be of 50 marks.
3. The exam will be conducted in an Open Book Examination (OBE) mode.
4. The Question Paper will be shared through Email and hosted online. The information will also be shared through class WhatsApp groups.
5. The Question Paper will be shared to students 15 minutes before the start of the examination.
6. Students should write the answers in A4 size paper (white – Blank paper), then create PDF file and give the file extension name (Student\_name\_Roll no\_Subject name). Example Rahul\_Arora\_110092\_Physics.
7. Once the students have completed their examination, they have to upload a single file of their answer sheet through a google form. The link to the google form will be shared through the same process as the question paper was shared.
8. The students can upload the answer sheet within 30 minutes of completion of the internal exam. The answer sheet will not be accepted through what-app and late submission will not be accepted.
9. Each student should add their signature to every answer sheet, college roll no. and page numbers.
10. We will be sharing the Date sheet and schedule of examination in upcoming days.
11. All students are requested to clear their outstanding dues.

Director,  
SAITM, Gurugram