

Symbiosis University of Applied Sciences
OFFICE OF CONTROLLER OF EXAMINATION

Ref.:SUAS/COE/GC/C/2021/01/06

Date: 04.05.2021

NOTICE

Sub: Final Semester Examinations to be held in Semi Online Mode.

Attention: All 8th Semester Students of B.Tech CSIT, Mechatronics and Automobile Engg.

In view of the Covid 19 pandemic and Continued Lockdown, the University administration has decided to conduct your B.Tech. VIII Semester (Final) Examination in Semi Online Mode.

Detailed instructions regarding the same are as under:

- (1) Your Question Paper will be sent by the Examination email-id to your University email-id at **9.45 AM** on the day of Examination.
- (2) You will be required to download the Question Paper.
- (3) You have to write your paper within 3 hours. i.e. from **10 AM – 1.00 PM**.
- (4) You are required to write your answers on A4 Ruled Sheets/Register Pages.
- (5) You will be required to write your relevant details like Date, Student Name, Enrollment Number, Paper Code and Subject Name, Total No. of Pages etc. in the **doc file** being sent herewith.
- (6) Write **Page Number** at the bottom on each Answer sheet.
- (7) You have to stop writing your answers at **1.00 PM**.
- (8) At **1.00 PM**, you have to scan all answer sheets in the serial order as per page numbers written by you.
- (9) You have to merge the doc file bearing your relevant details with your scanned answer sheet in such a manner that the doc page is the first page in a single PDF file.
- (10) Nomenclature of the single PDF file should be **Enrollment Number_Paper Code (for Example : 2017BTCS060_BTCS08CCB2)**.
- (11) Please send this file from your University email id to Examination email id only **before 1.30 PM**, otherwise it will not be accepted.
- (12) **Examination email id is the same from which you will receive Question Papers.**
- (13) Please do not send any issues or queries to the examination email id. It is to be used for sending Question Papers and scanned Answer Sheets only.

Please make proper arrangement in advance for smooth conduct of Examination.



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