

Instructions for the First Semester Examinations (May 2021)

The SAM Global University's First Semester examinations for various courses are commencing from 10 May, 2021 for that Time Table has already been declared and available on University Website. Due to the COVID-19 Pandemic condition, examinations will be conducted in offline open book mode. All the students and faculty members are required to read the following instructions very carefully.

- 1. Time schedule:** All the theory examinations will be of **3 hours duration and** will be conducted from **11.00 AM to 2.00 PM** on the scheduled dates.
2. All the examinations will be on 'Offline Open book Mode'.
3. Open book system will be followed.
4. As per schedule all the questions papers will be provided on the University Portal available on <http://115.243.170.29/AccSoft/Studentlogin.aspx> (which shall be provided by the deans of individual faculty to the students before commencement of the Exam).
5. It is compulsory for all to fill in all the entries on the front page.
6. Only the front page will be provided by SGU Examination Cell as soft copy that has to be printed by the students by their own. All the other A4 size white papers of the answer sheet will have to be arranged by the students just after the printed front page.
7. On the top of each page of A4 size answer sheet, the students have to write the following information: (a) Page No. (b) Enrolment No. (c) Subject Code
8. Kindly download any document scanning app (Adobe Scan/Document Scanner/Microsoft Office Lens/ or any app which suits you and which provides clear readable scan of answer sheet) to scan the A4 size answer sheets along with front page.
9. Only one file in PDF format is allowed to upload the answer sheets of each subject. First page of scanned document should be the same page provided by Examination cell. Do not staple the answer sheets. Only one-side writing is allowed on A4 size white plain paper answer sheets.
10. The students must enter the no. of pages of their answer sheet on the front page provided by the Examination Cell.
11. After the completion of each exam, scan all the pages of answer sheets serially in order along with front page and send its PDF through the University portal question paper latest by 2.30 PM. After 3:00PM on the date of examination answer sheets will not be entertained/evaluated.
12. Ensure that scanned answer sheet is clearly visible in Laptop/Desktop (Technically minimum 75 DPI), also ensure that the size of PDF file should not exceed 10 MB per paper.
13. Students are required to submit the original answer book to the university before declaration of their result.
14. Student should use only **BLUE PEN** for writing on answer sheets, other pens are not acceptable
15. The **students must write the answers in their own handwriting**. It will be matched with their handwriting kept in the record. If it doesn't match, it will be treated as a U.F.M. case.

16. Answer's related to drawing dimension are to be given on A4 size paper as free hand sketch.
17. The entire question papers related to Graphics/Design/Construction is of 03 hours duration only. The students should make conceptual drawing within that time period only.
18. The student should rename the pdf file before uploading and the name of the file should be the Enrollment No and the Subject Code.

As approved by Honorable Vice Chancellor, SAM Global University.

Prof. Anil Tiwari
Deputy Registrar, Examination Cell
SAM Global University, Raisen