

Heritage Institute of Technology

Kolkata

NOTICE

HRIT/0914/3300

Date : 09.02.2021

Notice for online Class Test of 1st Year B.Tech & M.Tech Students Odd Sem 2020

This is for the information of all B.Tech and M.Tech 1st year students that, **Class Tests** will commence on and from **24th February 2021** in online mode. Examination Timetable will be notified shortly.

GENERAL INSTRUCTION

Students should follow the instructions as follows:

1. Class Test Link will be activated twice at 11 AM and 2 PM and will be closed at 12.30 PM and 3:30 PM, respectively. (link will be available in the Examination portal of Institute's web site/ group mail id).
2. Students must write the following on the front page of the answer script in **his/her own handwriting**:
 - Name:
 - Roll No.:
 - Section:
 - Discipline:
 - Year:
 - Paper Name:
 - Paper Code:
3. Total marks of the class test will be 30. It will comprise of two sections. In **Section A** there will be **10 multiple choice questions** each carrying 1 mark. In **Section B**, **4 short answer type questions** each carrying 5 marks. For MCQ, students need to write the correct alternative only. There will be no negative marking for incorrect answer of an MCQ.

4. Total time duration of the Examination is **1 Hour 30 minutes** which includes the time of downloading Question paper and uploading answer scripts.
5. The answers should be written neatly in blue ink pen. After completion of the test, students should take snapshot/photo/scan the answer sheets and combine all pages in order into a single PDF file. Students may download the Self Scan/Adobe Scan app for scanning and making a PDF from photos:

<https://play.google.com/store/apps/details?id=com.ditewb.safe.selfscan>

<https://play.google.com/store/apps/details?id=com.adobe.scan.android>

6. After making the PDF, student need to rename the file as follows :
Class Roll Number_Section_Paper Code.

For example if a student having **Class roll number: 000123 of Section B** is giving the test on **paper code: xyz** then file name should be **000123_B_xyz**.

7. Next upload the soft copy of this file in Google Classroom using the link provided by your subject teacher/printed at the bottom of the question paper. The whole process has to be completed within the above-mentioned time duration, i.e., within 1 hour 30 minutes.
8. Answer scripts will be treated as invalid if it is uploaded beyond the stipulated time as mentioned above.
9. Indulging in malpractice in the test may lead to cancellation of his/her answer scripts.
10. For any assistance/ further clarification, students are advised to contact Prof. Sandip Chatterjee, Associate Dean of Student Affairs in the mail id **sandip.chatterjee@heritageit.edu**.

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Prof. N. P. Nayak

(Controller of Examinations, HITK)