



FAIRFIELD Institute of Management & Technology

(Affiliated to GGSIP University, New Delhi)

तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004
NAAC ACCREDITED



Grade Institute by DHE, Govt. of NCT Delhi, Affiliated to GGSIP University Delhi
and Approved by Bar Council of India & NCTE

NOTICE FOR SELF ASSESSMENT QUIZ

- It is Mandatory for every student to appear for Self Assessment Quiz as no SAQ (**Practical/Theoretical**) will be conducted for Defaulters. Score obtained by students in Self-Assessment Quiz May Be Used or Forwarded to the University as Score Obtained in the Internal Evaluation.
- The Self Assessment Quiz will be on the basis of the course covered during the given period i.e (**15th March 2021 to 04th May 2021**).
- Appear for Self Assessment Quiz only on the Link provided by the faculty according to the prescribed SAQ schedule. Do not share your password with any other student for any possible Misuse of Facility provided by the Institutions including Exams.
- Entry for SAQ will start from **09:30am** for **1st Session** (10:00-11:00) and **12:30pm** for **2nd Session** (01:00-02:00).
- The **Link** for the SAQ Shall Be shared as a **Google Form** and will close after the Test time is over. Students must keep a check on the time and in order to avoid any **Technical Issue** they must have an uninterrupted **Network Connection**.
- Submit all the entries related to your personal information, for example **Name, Enrolment number, Course, Semester** before commencement of SAQ.
- Before attempting the SAQ please ensure your Desktop/Laptop/Mobile Phone/Handheld Device is free from any technical issue, also ensure that you should have **60Mins** or more of Uninterrupted Network Connection.
- Carve out a quiet SAQ-taking spot with minimal distractions. Keep a **check on time** to finish the SAQ on time.



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- Students must note that even though **Video Feed** is **not mandatory** for all but they may be asked **randomly** from the **Invigilators End** to Show their Video Feed.
- Technical Problems/Errors if any arise during the session you are advice not to panic and avoid doing any troubleshooting on your end. Students should make sure that Frequent Login & Logout will not be entertained and hence they must have a stable Network Connection.
- In case if you feel/find out that there was some Technical Glitch during your SAQ or you have any doubt that your SAQ Sheet has not been submitted, Please write a mail within **30Mins** of Finishing of your SAQ to fimtnd@gmail.com any grievance after which shall not be Entertained.
- In case of any SAQ related Queries, please mail only on dr.shwetagupta@fairfieldcollege.co.in. No communication send in any other E-Mail-ID or any Telephonic Conversation/Chats shall be entertained. Do remember that any assurance by anyone on Matters Pertaining to SAQ Shall Not Entertained by the Institution and students engaging in any such conversation will do at their own risk.
- SAQ rules are very strict and important so it must be considered with priority and any type of negligence is not acceptable.

EXAMINATION DEPARTMENT