To
The Dean,
University School of Automation and Robotics (USAR),
Guru Gobind Singh Indraprastha University,
New Delhi

Subject: Request for Cancellation of Mid-Sem Exam 2 for Final Year Students and Evaluation Based on Internal Assessment

Respected Ma'am,

We, the final-year students of the University School of Automation and Robotics, wish to respectfully request the **cancellation of the Mid-Semester Exam 2** and to consider **internal assessments** including assignments, presentations, projects, and class performance as the basis for evaluation for this semester.

We would like to present the following points for your kind consideration:

1. **Placement Commitments:** Many final-year students are involved in placement drives requiring intensive preparation and interviews. Holding exams during this period could hinder their placement performance.
2. **Minor Project Work:** Final-semester projects demand significant research and coordination. An additional exam may compromise project quality and timely completion.
3. **Internship Engagements:**Many students are starting internships essential for industry experience and an internal evaluation system would help them manage these commitments efficiently without affecting academic performance**.**
4. **Marks Distribution Justification (75–25 Scheme):** For final-year students, marks are divided as 75% external and 25% internal. Thus, holding two mid-semester exams for the 25% internal component is disproportionate. A single mid-sem exam, supported by continuous evaluation (assignments, presentations, and project) offers a fairer and more effective assessment method.

In view of these factors, we request that Mid-Semester Exam 2 marks be allotted through internal evaluation to ensure fair assessment.

We shall be deeply grateful for your understanding and kind consideration of this request.

Thanking you,
Yours sincerely,

(Your Signature)
(Your Name)
(Your Enrollment Number)
(Your Course and Batch, e.g., B.Tech – Automation and Robotics, Batch 2021–2025)

University School of Automation and Robotics (USAR),
GGSIP University, New Delhi