



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Ref: SMVDU/EXAM/21/892

Date: 04/03/2021

NOTIFICATION

Sub: Modalities for conduct of Semester end Major Examination November 2020 - March 2021 for newly admitted students

In line with the Notification no. SMVDU/AA/20/1207 dated 27th July 2020 and the Academic Calendar issued for Academic Session 2020-2021 as notified vide Notification No. SMVDU/AA/20/1644 dated 12th December 2020; the Semester End Major Examination worth 50 marks is scheduled from March 18th – 27th, 2021. The following draft modalities for the smooth conduct of the aforesaid examination as was done in case of Semester End Major Examination Odd semester 2020-21 notified vide SMVDU/Exam/20/816 dated 14th December 2020 in on-line / off-line mode were forwarded to all the Heads / I/c Heads of various Schools (as per inputs received from Dean (AA) & DoSW) for inviting of comments / suggestions (if any) upto 25th February 2021 and accordingly the only comments received from HoD, SoALD have been incorporated in the draft. In case of students admitted to programs for which they have been called by the University for attending of the classes in off-line mode on campus, their Semester End Major Examination shall be conducted through off-line mode only whereas such of the students belonging to programs in which case classes are continuing to be conducted through on-line mode and in which case the students had not been called to the campus, their Semester End Major Examination shall be conducted through on-line mode only, as per laid down schedule

- I. The date-sheet for the Major examinations must be notified by the concerned Head of School, at-least 07 days in advance.
- II. The Major exam shall comprise of two sections:

Section A – 05 Multiple-Choice Questions of 01 Marks each and 10 Multiple-Choice/Fill in the blank/One Word Answer/Definition (Option not to be provided for Fill in the blank, one-word answer) Questions of 02 Marks each, **leading to a total of 25 Marks**. Minor changes in the ratio of the questions can be done by the course coordinator, if so needed, depending upon the nature of the course.

Section B - Subjective/Analytical/Derivation/Programming/Design etc questions **worth 25 Marks** (requiring writing the answer by the students on additional sheet in their own hand writing) and shall be conducted using **LMS Quiz /Google Form** by the Course Coordinator.

In case of **Section-B**, the students shall be required to solve the question on an additional paper in their own hand (**Not typed**) and then upload the same on LMS Quiz/Google Form. Each, such sheet should clearly mention the Entry Number and Name of the student on the Top along with signature of student. In case of any difficulty in up-loading the answer sheets on **LMS Quiz/Google Form**, the same can be sent by **email (University email only)** to the course coordinator, within the stipulated time. In case, the LMS Quiz option is being used, then the limit on the size of the image to be uploaded may please be checked as was the case for Mid semester examination of newly admitted students. The above shall not apply in case of those students appearing for the Semester End Major Examination in off-line mode in which case the usual practice of taking the exams shall be followed.

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Further minor changes in the ratio of marks between section A and section B can be done by the course coordinator depending upon the nature of the course. In such cases the maximum marks for **section A** shall not be less than 15 and shall not exceed 25 and weightage of section B shall be adjusted accordingly so that the maximum marks is 50.

In case of conduct of B. Architecture program, for the course of Architectural Design being the core subject, the Major exam time as proposed by HoD, SoALD shall be 06 hours in case of B. Arch. first year students. However the Drawing / Studio based courses shall be of maximum 2.0 hours and 10 minutes duration (including upload time). For courses having studio component, students shall submit their exam output (PDF version of design/drawings) in specified time frame to the course coordinator by email, if not uploadable on LMS Quiz/Google Form. Further Jury (if applicable, in online mode) shall be conducted for relevant courses. For students appearing through off-line mode, the usual past practice followed by SoALD prior to COVID-19 lockdown shall be followed.

- III. Jury / Viva Voce in case of courses where role of External examiners is applicable shall be conducted through Online mode only all the programs.
- IV. The Course coordinator shall indicate the syllabus clearly to the students well in time.
- V. The duration of the exam shall be **02 hour and 15 minutes (including uploading time)** and the exam paper shall be set accordingly so that about 15 minutes are left for uploading of the scanned content depending on the weightage of Section - B. The link for Exam paper shall be sent to the students **05 minutes before the actual commencement of the examination** and the students shall complete the Exam within the stipulated time. Course coordinator may provide additional **05 minutes** for uploading of the scanned answer sheets / pages, on case to case basis, if so required. For students appearing through off-line mode the duration of the exam shall be modified accordingly as applicable.
- VI. The course coordinator shall prepare 02 Sets of Question papers in advance for exams being conducted through on-line mode only.
- VII. In case of technical error during conduct of Major examination through on-line mode leading to the student not being able to take the exam satisfactorily or submit the exam, one additional chance for Exam shall be given to the student by the course coordinator within the time period of the Major Examination as per the Academic Calendar. Approval for requests beyond this one attempt shall be given on a case to case basis by the concerned Head of School on recommendation of the course coordinator which shall also be completed within the time period for the Major Examination as defined in the Academic Calendar.

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- VIII. A hard copy of the Question paper, attendance certificate containing Name, Entry No. of the students (both Present & Absent) for the Major Exam along with the date & time of conduct of Major Exam, all duly signed by the Course Coordinator, shall be submitted by each course Coordinator to the Examination wing through the Head of School. (Signature of students are not needed on the Attendance Certificate (Same format for attendance certificate as used during the Mid Semester Exam shall be used). Course Coordinator shall maintain complete record of conduct of Examination along with the copy of responses (Answers) of the Major Examination, as submitted by the students, in a consolidated manner (Actual Output of LMS Quiz / Google Form or PDF file, as case may be), in a similar manner as is done with the regular answer books. For students appearing through off-line mode the normal past practice in this respect shall be followed.
- IX. All communication pertaining to the course, in context of the conduct of exam of that course subsequent to the Notification of the Date sheet by the Head concerned, shall be done by the course coordinator with students while keeping Exam Coordinator and Head of School in loop. Accordingly, the students are advised to remain in constant touch with the Course Coordinator(s) as may have been done during Mid semester examination.
- X. LMS Coordinator shall send clear step-by-step instructions to faculty regarding how to prepare the Question paper on LMS. Further, similar simplified steps are also to be sent to the students for taking the exam on LMS with tips for ease of use as may have been done during Mid semester examination. This shall not be applicable to students appearing in the exam through off-line mode.

Copy to:

1. All Heads/ I/c Heads of Schools for information and circulation among their faculty and students.
2. Deans/ I/c Deans for information
3. Faculty I/c Website for uploading on University Website
4. Director, DQA for information
5. PS to VC for the information of the Hon'ble Vice Chancellor
6. LMS Coordinator
7. Concerned file


Registrar