



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Ref: SMVDU/EXAM/21/896

Date: 08/3/2021

NOTIFICATION

Subject: Modalities for the conduct of Mid Semester Examination (Even Semester 2020-21) for continuing students.

In line with Notification issued vide no. SMVDU/AA/20/1433 dated 7th October 2020 and the Academic Calendar issued for Academic Session 2020-2021 vide no. SMVDU/AA/20/1643 dated 12th December 2020 the Mid Semester Examination is scheduled from 15th - 20th March 2021. The Mid Semester Examination shall be of 30 Marks on similar lines for continuing students notified vide no. no. SMVDU/AA/20/1207 dated 27th July 2020. The following modalities as approved by the Competent Authority are hereby notified for the conduct of Mid Semester Examination (Even Semester 2020-21) for continuing students in on-line/ off-line mode. Further 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 Mid Semester 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 only and in which case the students have not been called to the Campus by the University, their Mid Semester Examination shall be conducted through online mode only, as per laid down schedule.

- I. The date sheet of the Mid Term Examinations must be notified by the concerned head of the school at least 7 days in advance.
- II. The Mid Semester exam shall comprise of two sections:

Section A - 05 Multiple-Choice Questions of 01 Mark each and 05 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 15 Marks. Minor changes in the ratio of the questions can be done by the course coordinator, if so needed, depending upon the nature of course.

Section B - Subjective/Analytical/Derivation/Programming/Design etc questions worth 15 Marks (requiring writing of the answer by the students on an additional sheet in their own hand writing) and shall be conducted using LMS Quiz / Google Form by the Course Coordinator. Further the students shall be required to 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 the student. In case of any difficulty in uploading 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 the newly admitted students. The above shall not apply in case of those students appearing for the Mid Semester Examination in off-line mode in which case the usual practice of conducting the examination shall be followed.



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In case of conduct of Mid Semester Exam of B. Architecture program for courses having drawing/ studio component, students shall submit their exam output (PDF version of design/drawing) 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 only) 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 expect in case of Jury/ viva where external examiner is involved and the same shall continue to be conducted through online mode only.

- 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 (if applicable).
- IV. The Course coordinator shall indicate the syllabus clearly to the students well in time.
- V. The duration of the exam shall be 01 hour and 10 minutes (including uploading time) and the exam paper shall be set accordingly so that about 10 minutes are left for uploading of the scanned content. The link for Exam paper shall be sent to the students 02 minutes before the actual commencement of the 1-hour period (2 hour period in case of Drawing / Studio based courses in B. Arch.) and the students shall complete the examination within the stipulated time. Course coordinator may provide additional 05 minutes for uploading of the scanned answers, on a case to case basis, if so required owing to issues with internet connectivity. For students appearing through off-line mode the duration of examinations shall be modified accordingly as applicable as per usual past practice followed by the schools prior to CoVID-19 lockdown. In case of Jury/ viva where external examiner is involved same shall continue to be conducted through online mode only.
- VI. The course coordinator shall prepare 02 sets of Question papers in advance for examinations being conducted through online mode only.
- VII. In case of technical error during conduct of Mid Semester examination through on-line mode, leading to the student not being able to take the exam satisfactorily or submit the examination, one additional chance for examination shall be given to the student by the course coordinator within the time period Midterm Examination as per Academic Calendar. Approval for request beyond this one attempt shall be taken 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 specified of Midterm Examination as per Academic Calendar.
- VIII. A hard copy of the Question paper, attendance certificate containing Name, Entry No. of the students (both Present & Absent) for the Mid Semester Examination along with the date & time of the conduct of Examination, all duly signed by each Course Coordinator shall be submitted to the Examination Section through the Head of School (Signature of students are not needed on the Attendance certificate). Course Coordinator shall maintain complete record of conduct of Examination along with the



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copy of responses (Answers) of the Mid Semester Examination, as submitted by the students, in a consolidated manner (Actual Output of Google Form/ LMS quiz 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 regard shall be followed.

- IX. All communication pertaining to the course, in context of the conduct of examination of that course, subsequent to the notification of the date sheet by the Head concerned, shall be done by the course coordinator with the students while keeping Examination 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 previous examinations.
- 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 by LMS coordinator for taking the exam on LMS with tips for ease of use as may have been done in the past. This shall not be applicable to the students appearing through the off-line mode.


Registrar

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