



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Ref: SMVDU/EXAM/21/ 848

Date: 22-01-2021

NOTIFICATION

Subject: Modalities for conduct of Mid Semester Examination in on-line Mode for UG, PG & Integrated Programs (Odd Semester 2020-21) for fresh 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/20/1644 dated 12th December 2020 the Mid Semester Examination is scheduled from 27th Jan – 1st Feb 2021. The Mid Semester Examination is 30 Marks on similar lines as was the case for continuing students. The following modalities as approved by the Competent Authority are hereby notified for the smooth conduct of the aforesaid examination in on-line mode as was done in case of Mid semester examination of the continuing students.

- I. The Mid Semester exam shall comprise of two sections:
 - a. **Section A** - 05 Multiple-Choice Questions of 01 Marks 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.
 - b. **Section B** Subjective/Analytical/Derivation/Programming/Design etc questions worth 15 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. Further the students shall be required to solve the questions 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 the continuing students.

In case of conduct of Mid Semester Exam of B. Architecture program for fresh students, 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 University email, if not up-loadable on LMS Quiz/Google Form. Further Jury (if applicable, in online mode) shall be conducted for relevant courses.

- II. The Course coordinator shall indicate the syllabus clearly to the students well in time.



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- III. 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 case to case basis, if so required owing to issues with internet connectivity.
- IV. The course coordinator shall prepare 02 sets of Question papers in advance.
- V. In case of technical error during conduct of Mid Semester examination, leading to the student not being able to take the exam satisfactorily or not being able to submit the examination, one additional chance for examination shall be given to the student by the course coordinator within the time period 27th Jan – 1st Feb 2021. 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.
- VI. A 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 the Course Coordinator, shall be submitted to the Examination wing 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 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 the case may be), in a similar manner as is done with the regular answer books.
- VII. 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).
- VIII. 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 per past practice.


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





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4. Director, DQA for information
5. PS to VC for the information of the Hon'ble Vice Chancellor
6. LMS Coordinator
7. Concerned file