



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Ref: SMVDU/EXAM/22/ 114

Date: 02/02/2022

NOTIFICATION

Sub: Modalities for the conduct of Semester End Major Examination through On-line mode for UG. PG & Integrated programs (Odd Semester Session 2021-22 August - December 2021 semester) for continuing students

As per Academic Calendar issued for Academic Session 2021-2022 vide no. SMVDU/AA/21/787 dated 11th August 2021 issued by Dean (Academic Affairs) the Semester end Major Examination of continuing students session 2021-22 (August - December 2021) the Semester End Major Examination worth 50 marks was scheduled from Jan. 3rd – Jan. 13th, 2022 but due to unavoidable circumstances arising due to COVID-19 3rd wave, the Semester End Major Examination have been rescheduled from 7th - 20th February, 2022 as per email dated 27/01/2022 of Dean (Academic Affairs). In the context of above and as approved by the Competent Authority, the following are the modalities for the conduct of the aforesaid examination in online mode:

- 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 handwriting) 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 the 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 earlier held.

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 weight-age of section B shall be adjusted accordingly so that the maximum marks is 50.



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In case of conduct of Semester end Major Exam of B. Arch 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 up-loadable on LMS Quiz/Google Form. Further Jury (if applicable, in online mode only) shall be conducted for relevant courses. In case of Jury/ viva where external examiner is involved and the same shall continue to be conducted through online mode only.

For B. Arch. Program, the guidelines / advisory as issued by the Registrar, Council of Architecture vide ref No. CA/5/Academic/2021/Circular dated 5Th May 2021 shall be followed by the Head, SoALD who shall follow and frame the appropriate guidelines as per the Course structure as applicable for B. Arch. Program.

- III. The Course coordinator shall indicate the syllabus clearly to the students well in time.
- IV. 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. The course coordinator may provide an additional **05 minutes** for uploading of the scanned answer sheets / pages, on case to case basis, if so required.
- V. The course coordinator shall prepare 02 Sets of Question papers in advance for exams being conducted through online mode only.
- VI. In case of technical error during the 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 the recommendation of the course coordinator which shall also be completed within the time period for the Major Examination as defined in the Academic Calendar.
- VII. 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).The format for attendance certificate shall be the same as applicable during the Mid Semester Exam. The course Coordinator shall maintain a complete record



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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 the case may be), in a similar manner, as is done with the regular answer books.

- VIII. 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 the loop. Accordingly, the students are advised to remain in constant touch with the Course Coordinator(s) as done during Mid-semester examination earlier held.
- IX. 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 done during Mid-semester examination.

Rohini Chandra
02/02/22
Faculty I/c Examinations

Copy to:

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