



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Kakryal (Katra)-182320

SMVDU/Exam/2022/107-112

Dated: 21.12.2022

## NOTIFICATION

**Sub: Modalities for the conduct of Mid Semester Examination through On-line mode for UG. PG & Integrated programs (Odd Semester Session 2022-23 Nov. 2022 - Apr. 2023 semester) for Fresh students**

As per Academic Calendar issued by the Academic Affairs Section for Academic Session 2022-2023 vide no. SMVDU/AA/22/2394 dated 1<sup>st</sup> November 2022, Mid Semester Examination of Fresh students, admitted in Academic Session 2022-23 (Nov. 2022 - Apr. 2023), is scheduled from 26<sup>th</sup> - 31<sup>st</sup> December, 2022. The Mid Semester Examination is proposed to be worth 30 Marks.

In the context of above and as approved by the Competent Authority, the following are the modalities for conduct of the aforesaid examination in on-line mode:

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 Google Form by the Course Coordinator. Further the students shall be required to then upload the same on 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 up-loading the answer sheets on 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.

In case of conduct of Mid Semester 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.

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

IV. 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. In case of Jury/ viva where external examiner is involved same shall continue to be conducted through online mode only.

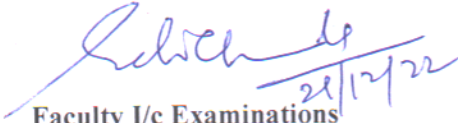
V. The course coordinator shall prepare 02 sets of Question papers in advance for examinations being conducted through online mode only.

VI. 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 of the 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 for the Midterm Examination as per Academic Calendar.

VII. 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 copy of responses (Answers) of the Mid Semester Examination, as submitted by the students, in a consolidated manner (Actual Output of Google Form or PDF file, as 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 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).

This issues with the approval of the Hon'ble Vice Chancellor.

  
Faculty I/c Examinations  
21/12/22

**Copy to**

1. Registrar for kind information.
2. All Deans for kind information.
3. All Heads for information and dissemination to the concerned Faculty members and students.
4. PS to VC for kind information of the Hon'ble Vice Chancellor.
5. I/c Website for uploading on the University website.
6. Concerned file.