



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

NOTIFICATION

Ref: SMVDU/EXAM/20/ 816

Date: 14th Dec, 2020

Subject:- Modalities for conduct of Semester end Major Examination (Odd Semester 2020-21)

As per Notification no. SMVDU/AA/20/1207 dated 27th July 2020 and the Academic Calendar issued for Academic Session 2020-2021 vide Notification No. SMVDU/AA/20/1364 dated 15th September 2020, subsequently modified and notified vide No. SMVDU/AA/20/1643 dated 12th December 2020 the Semester End Major Examination worth 50 marks is commencing w.e.f. 16th December, 2020, 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 notified vide SMVDU/AA/20/1433 dated 7th October 2020:

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:

a. **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.

b. **Section B** - Subjective/Analytical/Derivation/Programming/Design etc questions worth **25 Marks** (requiring writing the answer by the students on an 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 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.

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.

In case of conduct of Major Exam of B. Architecture program, for those courses having a studio component, students shall submit their exam output (PDF version of design/drawings) in specified time frame to the course coordinator by e-mail if not up-loadable on LMS Quiz/Google Form. Further Jury (if applicable, in online mode) shall be conducted for relevant courses. Further there shall no MCQs for Architectural Design courses. Also, the maximum duration for the conduct of examination in case of studio/ drawing based courses shall be 06 hours for Architectural Design Courses (III and V Semester), 12 hours for Architectural Design Courses (VII and IX Semester), 03 hours for BMC courses and 03 hours Architectural Drawing Courses.

J. H. W.



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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 at-most 15 minutes are left for uploading of the scanned content, depending upon the weight-age of Section B. The link for the 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 a case to case basis, if so required.

V. The course coordinator shall prepare 02 Sets of Question papers in advance.

VI. In case of technical error during conduct of Major examination, 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 exams, 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 Major exams as defined in the academic calendar.

VII. A scanned 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 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 the 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.

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 may have been done during Mid semester examination.


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 Examinations
4. Faculty I/c Website for uploading on University Website
5. Director, DQA
6. PS to VC for the information of the Hon'ble Vice Chancellor
7. LMS Coordinator
8. Concerned file