



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

NOTIFICATION

Subject:- Modalities for Conduct of Semester end Major Examination for Terminal Students (Final Year Students) in on-line mode for all programs, Even Semester, Session 2020-21

As per Academic Calendar issued for Academic Session 2020-2021 vide no. SMVDU/AA/20/1643 dated 12th December 2020 issued by Dean (Academic Affairs) the Semester end Major Examination for terminal students (Final Year Students) Even semester session 2020-21 (Jan - May 2021) semester worth 50 marks is scheduled from 25th May - 4th June 2021, the following modalities as duly approved by the Hon'ble Vice Chancellor are hereby notified for the smooth conduct of the aforesaid examination to be conducted through on-line mode as was done in case of Semester end Major examination notified vide SMVDU/Exam/20/816 dated 14/12/2020. The following are the modalities for the conduct of the aforesaid examination in on-line 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 same shall be uploaded on the 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 with prior consent of the course coordinator.

Further minor changes in the ratio of marks between section A and section B can be done by the course coordinator(s) 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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- III. It is expected that the Course coordinator(s) would already have indicated the syllabus clearly to the students.
- IV. In case of conduct of Major Exam of B. Architecture program for terminal students the guidelines / advisory as issued by the Registrar, Council of Architecture vide ref No. CA/5/Academic/2021/Circular dated 5Th May 2021 (copy of which already made available to HoD, SoALD) shall be followed by the Head, SoALD in letter and spirit who shall follow and frame the appropriate guidelines in case of terminal students of B.Arch. as per the Course structure as applicable for B. Arch. Final year students.
- V. 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. Course coordinator may provide additional 05 minutes for uploading of the scanned answer sheets / pages, on case to case basis, if so required owing to connectivity issues, if any faced by any particular student.
- VI. The course coordinator shall prepare 02 Sets of Question papers in advance.
- VII. In case of technical error during conduct of Major examination leading to a particular student not being able to submit the examination files, one additional chance for Examination shall be given to the student by the course coordinator with the approval of Head concerned 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 Dean of Faculty on recommendation of the course coordinator through Head, concerned which shall also be completed within the time period for the Major Examination as defined in the Academic Calendar.
- VIII. A soft 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 office of Head after the completion of the Examination who shall then submit the complete set of documents bunched semester wise in separate files to the examination wing through the Dean of the concerned Faculty followed by hard copy on the resumption of the normal routine of the University. (Signature of students are not needed on the Attendance Certificate (Same format for attendance certificate as used during the previous Examinations held in the online mode). Course Coordinator(s) 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



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(Actual Output of LMS Quiz / Google Form or PDF files, as case may be), in a similar manner as is done with the regular answer books.

- IX. All communication pertaining to the course, in context of the conduct of examination of that course, shall be done by the course coordinator with 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 Mid-semester examination.
- 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 for taking the exam on LMS with tips for ease of use as may have been done during Mid semester examination.

Sd/-
Faculty I/c Examinations

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. Registrar for information
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