



NOTIFICATION

Sub: Modalities for Conduct of Major Examination for Terminal Students (Final Year Students) Even Semester, Session 2019-20 in view of COVID-19 Pandemic and Subsequent Lockdown

Reference: 1. Notification no. SMVDU/AA/20/1169 dated 6th June 2020

2. "UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic" vide D.O.No. F. I - I 2020 (Secy) dated 6th July 2020, entitled
3. Minutes of Meeting of Heads & Deans & Section Heads held on 8th July 2020.

A) As resolved in the meeting of Deans, Heads of Schools and Section Heads, held on 8th July 2020, and as approved by the Competent Authority, the modalities for the conduct of the Major Examination in On-line mode shall be as under:

- I. The Major exam shall be of Multiple Choice Questions type and shall be conducted using Google Forms by the Course Coordinator. However, in case of conduct of Major Exam of B. Architecture program, for those courses having studio component, students shall submit their exam output (PDF version of design/drawings) in specified time frame to the course coordinator by e-mail. Also 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 in consultation with Head of School
- III. The duration of the exam shall be 01 hour with 25 Multiple-Choice questions and the exam paper shall be set accordingly. The link for Exam paper shall be sent to the students 10 minutes before the actual commencement of the 1 hour period and the students shall complete the Exam within the stipulated time.
- IV. The course coordinator shall prepare 03 Sets of Question papers in advance.
- V. 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 Major Exam shall be given to the student. Approval for request beyond this shall be taken on a case to case basis by the concerned Head of School on recommendation of the course coordinator.
- VI. The Major Exam of backlog courses shall be held from 20th July till 25th July 2020 while the Major Exams for Regular courses shall be scheduled from 26th July -10th August 2020. Schools shall notify the Date-sheet well in time to the students. (In supersession of sub-point B(1) of Notification No. SMVDU/AA/20/1169)
- VII. A scanned copy of the Question paper, attendance sheet containing Entry No. of the students (both Present & Absent) for the Major Exam along with the date & time of conduct of Major Exam, and the gradesheet, all duly signed by the Course Coordinator, shall be submitted by



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smvdu.ac.in

each course Coordinator to the Examination Section through the Head of School. 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 exam of that course, 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).

IX. The mechanism for conduct of On-line Evaluation (Jury) of Thesis of Final Year B. Architecture students shall be notified separately by Head, School of ALD

- B) All final year students shall be required to clear their pending dues, if any, by 20th July 2020. All relevant sections/school/hostel/library shall send the list of pending dues of final year students to Finance Section by 14th July 2020 for compilation. Finance Section shall compile the consolidated list of pending dues which shall be communicated to the Head of Schools for onward intimation to the students.

The above is issued with the approval of the Competent Authority.

Sd/-

Registrar

Copy to:

1. All Deans/ HoD's/Faculty I/C Exam/Finance Officer, for information and compliance and circulation among all Faculty Members and students for their information and compliance.
2. Registrar
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. I/c Website, for information and uploading of the same on the University website.
5. Concerned File.