Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Ref. No.: IGDTUW/EXAM/ ET/2020   **Dated: 05-05-2020**

Office Order

Due to Covid 19 Pandemic, the University is under lockdown condition and the Semester End-Term Examinations for the semester January 2020 – July 2020 are being conducted through e-Exam Portal of the University. The examinations will be conducted online in open book mode and therefore, the following guidelines may kindly be observed while setting up of the Question paper:

1. The Maximum Marks for a Question Paper shall be 30. Question paper shall consist of 03 questions. The first question shall be compulsory and out of remaining two, a student has to write any one question. It is advised that in all question, students should not be asked to attempt more than three parts. Paper should be set in such a way that student shall be able to complete it in one hour of time.

2. The maximum duration for exam shall be 1 Hour 40 minutes including 40 Minutes for the uploading of the Pdf File or Image file etc. with floating time of 15 minutes so that any student who logs in late maximum of 15 minutes may get the complete time to finish the paper.

3. There shall not be any direct questions for which answers are available directly in the book or in digital resources. The question paper may include analytical questions, numerical derivations, case base questions etc.

4. The questions be spread out to cover the maximum syllabus. Please provide instructions to the students, in case graphs, drawings sheets etc. are required to answer the questions.

5. Since the examinations are conducted online and different time slots, it is required that the question paper for same Paper Code, if common among various branches, be set separately. For example, if a paper code is common in B.Tech(IT) and B.Tech(CSE), two question paper be set as the examination for the same Paper Code for various branches may be scheduled separately. In case a branch is having two sections e.g. CSE 1 and CSE2, the exam for both the sections shall be scheduled separately and accordingly the number of question papers be set.

6. The Departments based on the Paper Code shall set paper. For example, if a Paper code is BIT-308, the paper will be set by Department of IT.

7. Head of Department shall ensure that the question paper for the concerned department are submitted to the Examination division after due moderation on the email id examigdtuw@gmail.com. It will be preferred that either HoD or a nominated faculty shall email the question paper to the examination division.

8. The concerned faculty shall evaluate the answer copies of the students within two week of the conduct of the respective paper.

9. Observers shall be appointed to monitor the smooth conduction of the Examinations.

10. After the Evaluation of the Copies by the concerned faculty, the same will be available to the students. Therefore, proper care be taken while evaluating the copies. All the students shall be able to view the evaluated answer sheets.

11. A day can be fixed by the concerned faculty to discuss the evaluated copies with the students.

12. Examination division will proceed for preparation of the results after receiving the final marks from the faculty.

13. Any specific guidelines for B.Arch or any other dept will be notified to the students.

14. This issues with the approval of CA.

(Prof. SRN Reddy)
Dean (Examination Affairs)

Copy for kind information to:

(i)   Dean(s)/Dy. Dean(s), IGDTUW
(ii)   HoD (IT/CSE/ECE/MAE/ASH/Arch/Mgt)
(iii) All faculty members
(iv)   System Analyst with a request to upload the Guidelines on the University website
(v)   PS to Vice-Chancellor
(vi)   PA to Registrar
(vii) Guard File