

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
**Kashmere Gate, Delhi – 110006**  
**EXAMINATION DIVISION**

File No-01(31)/2016-IGDTUW/EXAM/

Date: 27.11.2020

**Subject: Instructions regarding Re-Minor/Re-Mid-Term Examination for faculty members and HOD's**

1. As per the academic calendar Re-Minor exam and Re- Midterm is scheduled from 1<sup>st</sup> Dec, 2020 to 7<sup>th</sup> Dec, 2020. Accordingly The Re-Minor Examination (**For the batches up to 2018**) and Re-Mid Term Examination (**For the batches admitted in 2019 onwards**) is scheduled for students who have missed the Regular Minor- /Mid-Term **OR** they have faced any technical glitch during the minor/mid-term examination **OR** they could not able to upload the answer sheet (complete/part) of this current semester with valid reasons and the same is duly verified by concerned HODs of the department. It is proposed that the dates of the examination will be from **03.12.2020 to 07.12.2020**(including Saturday and Sunday).
2. All the students of CBCS Scheme / Non CBCS Scheme who are having same paper name and paper code will have a common question paper. The paper setters are suggested to discuss with other teachers who are teaching the same subject in other batches/ Depts so that the coverage of the syllabus [**2 to 3 units of the syllabus**], scope of the paper will be taken into consideration and do the moderation with the concern HoD.
3. **As per CBCS guidelines, the answer sheet of students shall be evaluated for only 75% of the maximum marks of the re-conducted Mid-Term Examination. But due to Pandemic situation and Online Examination, it is informed that, for the current Academic year, this rule may not be applicable on student(s) and they may be evaluated for total 100%.**
4. All the Re- minor / Re- mid- term exam will be held through online AI proctoring with web based application in a closed book mode.
5. All the eligible students are advised to fill the google form (<https://forms.gle/Xx1SEoFyr21P2MJx8>) to submit their request (Re-Minor/Re-Mid-term examination) **latest by 29.11.2020 (11:00 A.M).**
6. A student should not be permitted to write regular as well as re-minor/ re-mid-term test for the same evaluation component in a course.
7. **HoD's are requested to send the one set of moderated question paper for all the subjects latest by 30<sup>th</sup>Nov 2020 and all papers together in a single file to email id:- examigtuw@gmail.com.**

8. As, it is the last option for students to appear their minor/mid-term examination, so all the Re-minor/Re-Mid-Term students are required to appear this examination mandatorily, if they face any **Technical Glitch** during this examination, they are suggested to email their not uploaded answers at **support.exam@igdtuw.ac.in** immediately within stipulated time period of that session. No email will be accepted after the time duration of that session.
9. All other guidelines mentioned for Minor/Mid-Term examination is applicable for re-minor/Re-Mid-Term examination.

HODs are requested to circulate this information among faculty members and students.

(Dr. Sanjib Kumar Sahu)  
*Dy.COE*

Copy for Information and further necessary action to:-

1. HOD (IT/CSE/ECE/ASH/DAP/MAE/MGMT).
2. PS to Hon'ble Vice-Chancellor for kind information to Hon'ble Vice-chancellor.
3. PA to Registrar for kind information to Registrar, IGDTUW
4. Centre Superintendent, August-Dec 2020 Examination cycle.
5. System Analyst with request to upload on the University Website.
6. Guard File.

(Dr. Sanjib Kumar Sahu)  
*Dy.COE*