

**GUIDELINES FOR WRITING DESCRIPTIVE QUESTION PAPER-
Minor3/Re-Midterm/ Re-Appear (Minor-2 paper for batches up to 2018)
for the session Jan- Aug 2020, GDTUW**

1. The Minor-3/Re-Mid-Term exam is scheduled for students who have missed any of the Regular Minor- I / Minor-2 or Mid-Term or who have made request in the concerned department regarding their unavailability in the Mid-Term/Minor-1/Minor-II examination of this current semester with valid reasons and the same is duly verified by concerned HODS of the concerned department. HoDs will forward all such cases to Examination Division for scheduling of Minor-3 on or before 4th, **May 2020 till 11A.M** in the prescribed format.
2. The Syllabus for Minor-3/**Re-appear Students (Minor-2 exam)** will be the Minor-2 syllabus for all batches admitted up to year 2018 and complete course syllabus for all students (**CBCS**) of Re-Mid-Term. The examination will be scheduled from **07.05.2020 to 10.05.2020** as per proposed date sheet attached.
3. Please note, those students who are booked in **UFM cases** in Minor-I , Mid-Term and Minor-2 are not allowed to appear in Minor-3/Re-Mid-Term examination.
4. For Minor 3, students must follow all the guidelines given during Minor 2 and the same are notified in the website at:
<https://www.igdtuw.ac.in/images/stories/Notices%202020/office%20order%20with%20guidelines%20%202.0.pdf>
5. The pattern of the paper is same as **On Line Minor 2 Examination** in which **Q1 is compulsory and any one question from the rest of 2 questions**. Each question consists of 15 marks each. The duration of the test will be **90 Minutes (1 HR for appearing/writing the paper and 30 minutes for uploading)**. **Please Note total time includes both uploading and submission of the paper all together**. The test will be conducted in open book format.
6. Students are advised to see the schedule notified in the website of the University and e-exam portal of IGDTUW.
7. All the eligible list of the students must be provided by the Concerned Department HoDs latest by before **4th May 2020 till 11AM** in the prescribed format, in coordination with Dean (Examination Affairs), Exam Division for conducting the Examination, and the same will be displayed in the University Website for information to the students. All such students must register for Minor-3/Re-Mid-Term exam through **Online Exam Portal from 5th May to 6th May 2020**.
8. Minor-3/Re-appear (Minor-2)/Re-Midterm Question papers will be prepared by the respective faculty members and after Moderation, it will be emailed to **Examination Division** at **examigdtuw@gmail.com** by the HoDs in a single consolidated file on or before **3rd May 2020**. Examination division will upload the question paper along with schedule of Examination.
9. All the Re-appear students will appear their Minor-2 Examination along with Minor-3/Re-Mid-Term Examination. Date sheet has been prepared in the way that that, all regular and Re-appear students can appear their respective papers smoothly. Pls note that the **Minor-3/Re-Mid-Term** papers will be prepared by the paper code viz of the department and the paper will be scheduled for all the students irrespective of the Dept. For Example, **Dept of Information Technology** will prepare the paper for Paper Code **BIT-308**. Similarly, **BCS-206** will be prepared by **Dept of Computer Science Engineering and all the students of the**

IGDTUW , irrespective of the dept. will write the same paper at the same time.

10. The eligible list of students for the above said examination is decided based on any one of the following reasons:-

a. **Re-appear students**[Those students who have Registered themselves in the Examination Division by paying requisite fees and failed in the previous year End Term Examination of the paper and scored less than 50 % of marks in the internal assessment of that particular paper i.e . less than 20 marks].

b. Students who have missed any of the Regular Minor- I / Minor-2 or Mid-Term or who have made request in the concerned department regarding their unavailability in the Mid-Term/Minor-1/Minor-II examination of this current semester with valid reasons

c. Those students who were recommended by the HoD's to attend some events like conferences etc. during Mid/ Minor 1 examinations.

d. Those students who couldn't write Minor-2 due to technical reasons or any other valid reason and recommended by the HoD's.

Examination Division, IGDTUW