



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi

Ref. No. IGDTUW/RegOff/2019-20/

Dated: 16th April 2020

Office Order

This is with reference to the meeting on zoom 14th April 2020 with all Deans, Dy. Deans, HoDs and Dy. Controller of Examinations followed by an open forum meeting on zoom on 15th April 2020 with all faculty members with Hon'ble Vice-Chancellor, IGDTUW regarding working out the modalities for conducting University Examinations online and preparation of the guidelines for the same.

Please find enclosed the Guidelines for Conducting Examinations online for Semester January 2020 to July 2020 for information and further necessary action.

This issues with the approval of Competent Authority, IGDTUW.

(Prof. R.K. Singh)
Registrar

Ref. No. IGDTUW/RegOff/2019-20/

Dated: 16th April 2020

Copy for kind information to:

- i). Hon'ble Vice Chancellor, IGDTUW
- ii). All Deans/Dy. Deans/HoDs
- iii). Dy. Controller of Examinations
- iv). All faculty members
- v). System Analyst with a request to upload the officer order on University website
- vi). Guard File

(Prof. R.K. Singh)
Registrar



Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi

Ref. No. IGDTUW/RegOff/2019-20/

Dated: 10th April 2020

Guidelines for Conducting Examinations online for Semester January 2020 to July 2020

1. Due to the Covid 19 Pandemic, the University and entire country is in lockdown state. The University has taken the initiative for conduct of online classes so as to cover the remaining syllabus. As per the Academic calendar, Second Minor Examinations for non-CBCS based curriculum were scheduled from 3rd April 2020 to 11th April 2020 and the End Semester Examinations are scheduled from 27th April 2020 to 11th May 2020. In view of the lockdown due to Covid 19 Pandemic, it is not possible to conduct the examination in the conventional physical mode.
2. To meet such unforeseen circumstances, University has developed an application using open source software like Moodle and Ubuntu and deployed it on the University server. The Online Examination application can be accessed from the URL <http://e-exam.igdtuw.ac.in/exam/>. The e-Exam application developed is comprehensive Online Application providing numerous features and flexibilities for successful conduct of Examinations using Essay Type Questions, Short Answer Questions and Multiple Choice questions. The application is enriched with some of the following features:
 - i). **Registration of the Students and Faculty Members:** This module provides the quick registration of the Students and Faculty members. The Programme-wise, Batch-wise information of the students alongwith the faculty information is available on the server. Each user is assigned with a Unique id and pre-assigned password. On first log in, the user will be prompted to change the pre-assigned password and check the personal information. User can also upload his/her photograph during the registration process. The registration process by student is completed after accepting the undertaking of "following the University Examinations Rules and Regulations" for appearing in the Examination. On successful registration, a welcome email is sent to the user.
 - ii). **Assessment/Evaluation:** The faculty members have been provided with the feature of uploading the Question paper containing Essay Questions, Short Answer Questions and Multiple choice Questions and set the schedule for conduct of Examination. On completion of the Examination, the concerned faculty member will be able to view the answer sheet of the students. The answer sheet is displayed to the Faculty Member without showing the details of the students, hence, anonymity while evaluation is maintained. While evaluating the answer sheets, faculty can record the observations along with the marks awarded. The process is same for the evaluation of the Assignments etc. The MCQ based questions will be checked automatically using the answer provided by the faculty for respective Question.

Contd. Page 2/-

::2::

iii). **Personalized Dashboard:** The personalized dashboard is available to all the stakeholders i.e. Head of the Department [HOD], Faculty Members and the Students. The HoD will be able to monitor the progress of Student Registration, Question Paper Uploading by the Faculty and Evaluation of the same by the Faculty for all the Courses of his/her Department. The Faculty is provided with the list of Participants [students] registered for the paper along with the Answer-Sheets of the students. The faculty will be required to evaluate the same as per the pre-set Time schedule defined in the Application. The student will be able to see the papers for which she is Registered, will be able to attempt the Paper as per the schedule and get the Evaluation Report alongwith detailed remarks/observations made by the faculty during Evaluation.

3. Conduct of the Written Examination: The student will be able to appear for the Subjective Examination as per the Schedule. The Examination will be conducted in the Open Book Mode. The student can attempt the paper in the following ways:

i). Student can type the Answer for the Question in the pane provided. The Application is having the feature for adding Bullets, Underline, Bold, Color etc. Even a Table can be created, an Image, if required, can also be placed in the pane. The student has been given the flexibility to draw the image on plain paper and place it appropriately in the Answer.

ii). Student, if desires, can also write the Answer of the Question on the paper and upload the scanned copy of the Answer.

iii). The students will be given additional 15 Minutes for scanning and uploading the Image etc while attempting the Paper.

iv). The student can complete the Question Paper in Time Allotted else the Answer Sheet will be submitted automatically on Expiry of the Time.

v). The student can see her progress of attempting the Question in the pane alongwith Time left for completing the Answers.

vi). After completion of the Evaluation/Assessment by the Faculty, the student will be able to see the Evaluated Answer Sheet along with the marks obtained and comments of the Faculty, if Any.

4. Conduct of the MCQ based Question: The faculty will prepare the Question Bank and upload the MCQ based Questions along with the Right Answer. The Questions will be provided to the students in the Random Order from the Question Bank. The student will be able to see the MCQ Questions as per the schedule and submit the response by marking of the specific Choice. The MCQ based Questions will be automatically evaluated and student will be able to see her performance along with the Correct Answer.

Note: While preparing the Question Paper, Faculty may adopt the Mixed mode of Essay Type Questions, Short answer Questions or MCQ based Questions

::3::

5. **Assignment/Case Study/Lab work:** The Faculty can also schedule the Assignment/Case Study/Lab Work. The student can complete the Assignment/Case Study/Lab Work in stipulated Time Frame and upload the pdf File/Scan Image etc . Delayed submissions if any will be notified to the students while submitting the Assignments. Faculty will be able to see the submissions of the students Online. The faculty can record the observations on the file submitted and/or give the Comments in the pane which will get recorded while completing the Evaluation of the student. Student will be able to see the same in her Account.
6. **Alternate opportunity to the student:** Any student who is not able to write the Examination due to Network Connectivity or some other issues beyond control will be given another opportunity to write the Examination.
7. **Viva Voce for the Project Work:** The final year students Project work report can be submitted online and the same can be evaluated by the Faculty. The faculty may conduct the Viva-Voce Examination using Zoom or Google Meet or WhatsApp in case of internet issue.



(Prof. R.K. Singh)
Registrar