



OFFICE OF CONTROLLER OF EXAMINATION

RAJASTHAN TECHNICAL UNIVERSITY KOTA

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Date: 06-04-2020

URGENT

By email/whatsapp / web

The Principal/ Director,
All affiliated institution

Sub: Online conduction of Mid-Term Test on Google Classroom.

Dear Sir,

We are all aware of the challenges being faced by our society amid Covid-19. During the period, it is highly desirable that our student do not suffer with their academics. Together, we have made some effort with online video lecture through youtube channel, distribution of class notes, sharing knowledge resources link among students etc. It is also highly desirable that under such situation, our student moral should also be boosted. The concern mentor faculty may be asked to communicate students using various communication methods like Whatsapp, Facebook, Email, Mobile phone etc. and groom them.

Meanwhile, as teaching learning process has one more dimension of evaluation, the online conduction of the Second Mid-term Examination for VI and VIII Sem. engineering students and II and IV Sem. MBA students is proposed. The online Examination is to be conducted via Google Classroom platform. The period of conduction of online exam is between 10-04-2020 to 16-04-2020. The process should be widely publicized among the student. Some short video of such online exam conduction method may be prepared and shared among stakeholders. The online exam thus conducted would be of Open-book type exam and of descriptive type. Enclosed is the guideline to be provided to faculty and students along with schedule of exam (to be announced by you separately).

Compliance of above may please be informed to the undersigned with a copy to Dean, Academic Affairs.

This bears approval of Hon'ble Vice Chancellor.

(Prof. D. Mathur)

Controller of Examination

CC: 1) PS to HVC 2) Dean, AA 3) Dean, FA 4) Guard File

ONLINE MID TERM EXAMINATIONS GUIDELINES

Guidelines for faculty members regarding II Mid-term Examination

- 1) The Second Mid-term Examination for VI and VIII Sem. Engineering students and II and IV Sem. MBA students would be in the form of an Online Examination conducted via Google Classroom platform.
- 2) It is an open book exam. The duration of the question paper would be 90 minutes. An additional 15 minutes shall be given to the students for uploading the answer-sheets (written in his/her own hand-writing) in pdf format on Google Classroom.
- 3) The question paper would be of 50 marks (which will be scaled down to the requisite marks)
- 4) The pattern of the question paper would be descriptive type with no internal choice.
- 5) To avoid mal-practices, each teacher teaching a particular subject would be required to prepare four sets of the question paper of the subject taught by him/her.
- 6) Hard copy of answer books and award sheet duly signed by the examiner shall be submitted to Principal after the lock down is over and normal working is restored.
- 7) All students appeared in I midterm shall be eligible to take second test in online mode, however, improvement test for back students may be conducted later offline in view of pending activity of exam form filling.

Guidelines for the students regarding II Mid-term Examination

- 1) Mode of Examination: shall be conducted in the form of an Online Examination using the web-service of 'Google classroom'.
- 2) Duration of Examination shall be 90 minutes for answering the question paper and an additional 15 minutes shall be given to the student for Uploading of Answer-sheets written in his/her own hand-writing, in the pdf format, on the Google Classroom.
- 3) The answer-sheets uploaded after the specified time duration shall be rejected and not be evaluated by the examiner.
- 4) It is an open book exam and the student is permitted to use any relevant study material (books/notes) for answering the question paper within the specified time duration.