

NOTIFICATION

No.: SPU/Notification/223

Date: 22 -05-2020

Read: 1. UGC Circular No. F.1-1/2020(Secy) dated 29-04-2020
2. Approval of Hon'ble Provost on note-dated 19-05-2020

Sub:Conduct of Online Summer (Semester/Year) Examination-2020 and Assessment
in view of COVID-19.

It is hereby notified for information of all concerned that the following special provisions related to conduct of Online Summer (Semester/Year) Examination for the Academic year 2019-20, shall be applicable for all the programmes under the SANKALCHAND PATEL UNIVERSITY. These provisions are made in consonance with UGC circular no. F.1-1(Secy) dated 29/04/2020 and considering ongoing pandemic situation.

- All University Summer (Semester/Year) Examination-2020 shall be conducted in online mode, starting from 10/06/2020
- The questions paper will include MCQs, Short questions & Long questions type.
- All the Deans & HOIs shall ensure that the HODs / Faculty members shall communicate following to the students.
 - Total 50 Marks question paper & 02 hr duration for each subject and detail Scheme of question paper. It is also advisable to run a mock test.

Requirements.

- Stable internet connectivity with power supply / electricity backup.
 - Laptop, desktop, smart phone, iPad, tab or similar Device
 - Use Blank Pages and Blue/Black Pen for writing answers of descriptive questions.
 - Platform to be used: Google Classroom
 - For Schedule of Theory Examinations visit University website www.spu.ac.in
For any difficulty contact your respective institute.
- **Other General Instructions for University Online Summer (Semester/Year) Examination 2020 are as following.**
 1. Students shall be updated with SPU email Ids, WhatsApp class groups, University website, faculty advisor (for any queries) and SPU E-Suvidha for all the information.
 2. Students will be able to give examination from University provided email Id only. This email has @spu.ac.in domain name.
 3. Student has to write the answer of the short & long question on plain page with blue/black pen. Student has also to write his/her PRNo, Exam Seat No., Subject Code, Subject Name, Date of Exam and page number on top of each page. (i.e .PRN: 2016095900008785.....Page No. 1 of 5).

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4. On completion of writing all the required answers, student has to scan all the pages of answers by Cam Scanner / Scanner **or** take image/photo of good quality, convert it in multipage pdf and has to upload in the system; i.e. in **Google classroom**.
5. Students must complete the examination within the stipulated time frame allotted for the exam.
6. In case students get disconnected or does not have access to resources for taking online exams he/she will **a)** Either be given re-test once connection is restored and/or **b)** Will be called in person at campus to take examination at appropriate time.
7. If a student shares his/her own examination work with anyone else, appearing for the examination both students will be disqualified from the examination, despite not having copied.
8. If student does not have any Laptop, smart phone, tablet they can borrow this device from their relatives or any other source.
9. Students must not stop the session and then return to it. This is especially important in the online environment where the system will "time-out" and not allow the student to re-enter the examination.
10. If online exam is interrupted, immediately it should be reported to the convener and/or faculty advisor through email / text message / other means.
11. Answers shall be checked for plagiarism after doing necessary processing in plagiarism Software. If the answer(s) matches with other students and/or any online sources and if the plagiarism level is more than 30% then the unfair means shall be considered.
12. It is expected that students shall adhere to Examination Ethics.
13. Students are strictly advised not to spread any fake information regarding the Examination / Institute / University on any social media platform. SPU has formed a cyber-crime cell to monitor such activities and proper actions against any such postings shall be initiated if detected.
14. For any problems or query related to examination, Students shall contact their faculty advisor.



Registrar (I/c)

To,

1. All Deans/Principals of constituent Institutes for necessary action.
2. Controller of Examinations for necessary action.
3. Academic Section.

Copy to,

1. Office of Hon'ble President
2. Office of Hon'ble Provost

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