

GANPAT UNIVERSITY

Student Guidelines for Theory Examination

Modality of Theory Online Examinations:

- Part – I Multiple Choice Questions (MCQ) type Questions; 50% of End Semester Examination i.e. 30 marks in case of 60 marks End Semester Examination and vice versa
- Part – II Subjective Questions (Question shall be application / analytical / understanding / mathematical calculation based); 50% of End Semester Examination i.e. 30 marks in case of 60 marks End Semester Examination and vice versa

The considering final marks in Regular Theory Examinations following formula will be considered;

1. 50% marks to be taken from the marks secured through online examination (MCQ + Subjective Type Questions).
2. 50% marks to be taken from performances of previous semesters; CGPA of previous semesters i.e. In 60 marks of external examination. if the CGPA of previous semester is 6.5 (equivalent 60%), marks allocate can be 18 in each subjects and vice versa. (For calculation of marks the general rule of rounding the marks be used).
3. In case, the Previous Performance is not available i. e. Students of Semester – I & lateral entry, the marks secured in Online Examinations will only be considered.

Part – I Multiple Choice Questions (MCQ) type Questions

- There shall be four options with one correct answer.
- Each Question shall carry one Marks
- The number of MCQ shall be as under:

| Marks of End Semester Examination | Number of MCQ to be attempt | Total Marks of MCQ | Time allocation |
|-----------------------------------|-----------------------------|--------------------|-----------------|
| 70 | 35 | 35 | 35 minutes |
| 60 | 30 | 30 | 30 minutes |
| 40 | 20 | 20 | 20 minutes |
| 75 | 40 | 40 | 40 minutes |

- Student has to mark correct answer in the system. On answering all the MCQ, student has to submit the answers. No extra time to be permitted than the mentioned above.
- Only one browser window needs to be open while MCQ examination. All other windows should be closed.
- The use of any other electronic devices, except the device use for the examination is prohibited.
- Ensure Recording of screen while MCQ examination (preferable).

Part – II Subjective Type Questions

- The Time for the subjective examination is 1.5 hours (90 minutes) OR remaining time in two hours after completion of MCQ.
- There shall be number of questions ranging from 3 to 7 based on requirement of the subject.
- The total marks for subjects shall be as under:

| Marks of End Semester Examination | Total Marks of Subjective Type |
|-----------------------------------|--------------------------------|
| 70 | 35 |
| 60 | 30 |
| 40 | 20 |
| 75 | 35 |

- For the subjective type of questions; student can refer book, but cannot copy from book or Internet.
- Student has to write the answer of the question in plain paper with blue/black pen. On completion of writing all the required answers student has to scan all the pages of answers **or** take image/photo of good quality, convert it in multipage pdf and has to upload in the system; i.e. in Google class room/Moodle/Inpod.
- Student has to write his/her enrolment number and page number on top of each page. (i.e. Enroll No : 12345678901 Page No. 1 of 5)
- If candidate submit the copied digital answers, or exact copy from book or internet; if it is there it may adversely affect the marking to that question.
- If Mass copy found in the answers, it will be treated as per unfair means of university rules and punished accordingly.
- Sharing of any type of examination material with other students during the Examinations shall be treated as unfair means and punished accordingly as per unfair means of university rules.

General Guideline for Online Examinations:

- The candidate shall be permitted to appear for examinations only for the subjects as per authorized Scheduled.
- Candidates are advised to check college website and university web site for the time table/examination Schedule.
- Candidate is advised to verify his/her subject along with specified time slot. In case of discrepancy candidate is advised to contact your mentor/proctor.
- Candidates are advised to check online Examination Link for specified subject. In case of discrepancy, it should be brought to the notice of concern mentor/proctor.

- The candidate is expected to be present online 10 minutes before the commencement of examination. No separate reminder will be sent. Failing so will be considered as ABSENT
- Candidate must produce identity when demanded, without which he/she shall not be allowed to appear in the examination.
- Candidate shall submit answers along with correct information. (e.g. enrolment number, name of examination, subject, date and time of examination). Student has to write his/her enrolment number on each page of subjective type of answers.
- No Submission will be granted after the scheduled time of examination. In case of any discrepancy contact to concern mentor/proctor.
- Submission from improper email id (which is not register earlier) will entail rejection of the answer submission.
- Candidates should not share any type of examination material with other candidates.
- Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.