



## ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

Ref No: XTECH/2021/EXAM/032

Date: 05<sup>th</sup> February 2021

### **Regarding conduction of the Winter 2020 Term End Examination**

Reference:

1. MSBTE/D-40/LL/Winter exam20/2021/021 dated: 04th February 2021

With respect to the above reference, for maintaining the sanctity of academic expectations and integrity of examination process as well as ensuring the safety and security of the students, faculty and staff the following guidelines are to be followed for the conduction of the Winter 2020 Term End Examination:

1. For conducting the term end practical examination of Winter 2020 online examinations shall be conducted using various secure meeting applications. If the conduction of examination is not possible through online meeting applications, then telephonic communication can be used for the same. If it is not possible to conduct the examination by any of the above method, then the termwork, journals, continuous assessment submitted by the examinee shall be considered to evaluate the performance of the candidate.

2. For theory examination, multiple choice questions examination format shall be used through online method via appropriate web applications. Examinees shall be able to use laptops/ smart mobiles phones / tablets/ desktops for the same. Examinees have to attempt any 30 MCQ's out of 40. Each MCQ will be of 1mark. The examination duration will be of 1 hour. All the MCQ's designed shall be set within the prescribed syllabus. A separate notification shall be published regarding the guidelines/ instructions/ time table for the same.

3. For the examination conduction 100% syllabus will be considered.

4. For the examinees who do not have the facility of internet, laptop, smart mobiles phones, tablet, desktop for appearing for the examination, they should be made available the facility in the institute nearby the candidate or within the institute for the same. While providing this type of provision for examination the institute will strictly follow the instructions / preventive measures / guidelines given by the government to prevent the spread of COVID-19. For such case/s, the examinee shall inform the institute in advance, so proper arrangements can be made.



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5. If due to some unavoidable reasons the examinee is unable to appear for the examination, he /she shall be given one more opportunity.

6. As per the examination rules, divyang examinees shall be given extra time as well appropriate facilities shall also be provided by the institute.

7. As the examination of Winter 2020 is to be conducted in online mode there will be no photocopy or revaluation process for this examination.

8. Schedule for Winter 2020 Term End Examination is as follow, detailed time table will be displayed later:

Sr. no.	Activity	Tentative Schedule
1	Conduction of practical examination of Backlog and regular courses	15 <sup>th</sup> February 2021 to 23 <sup>rd</sup> February 2021
2	Conduction of theory examination of Backlog and regular courses	23 <sup>rd</sup> February 2021 to 10 <sup>th</sup> March 2021

9. The institute shall maintain appropriate records of the examination conducted.

10. CoE, Head of department, supervisors, examination team/s, examinees and their parents are expected to maintain the sanctity of the examination by following the prescribed procedures issued from time to time and shall avoid use of any type malpractices during the examinations.

11. CoE shall make sure that all the examinees and parents are made aware of the examination modes and all the above mentioned guidelines via emails, display on website etc. Help should be provided to clarify the doubts of the examinees for the smooth conduction of the examination.

Sd/-

Dr. S. B. Ghungrad

Principal and Chief Controller of Examination

CC: Office

CoE

HoD

Website