



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: **XTECH/2020/EXAM/054**

Date: 12th September 2020

Regarding conduction of the Summer 2020 Term End Examination

Reference:

1. MSBTE/D-40/LL/Summer exam20/2020/059 dated: 10th September 2020
2. MSBTE/D-40/LL/Summer exam20/2020/060 dated: 10th September 2020
3. 10/NGP/Exam/2020/714 (DTE) dated: 11th September 2020

With respect to the above references, 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 Summer 2020 Term End Examination:

1. For conducting the term end practical examination of Summer 2020 online examinations shall be conducted using various secure meeting applications. If the conduction of examination is not possible through online meeting applications, then using the telephonic communication the examination shall be conducted. 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 / 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. The faculties had already covered 90% of the teaching-learning process for ongoing Even Semester of the academic year 2019 – 2020 before the dispersal of classes on 16.03.2020. Hence for the examination conduction the same aforementioned 90% syllabus will be considered. The marks obtained by the examinee in such a case will be considered as 90% of the maximum marks and will be further converted to 100%.
4. For the examinees who do not have the facility of internet, laptop, smart mobiles, 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



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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.

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 Summer 2020 is to be conducted in online mode there will be no photocopy or revaluation process for this examination.

8. Schedule for Summer 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	21 st September 2020 to 28 th September 2020
2	Conduction of theory examination of Backlog and regular courses	28 th September 2020 to 16 th October 2020
3	Declaration of results	31 st October 2020

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

10. The head of the institute shall make sure that all the examinees and parents are made aware of the examination modes and all the above mentioned guidelines. Help should be provided to clarify the doubts of the examinees. It shall be the responsibility of the head of the institute to see that the examinations are conducted smoothly without any issues.

Dr. S. B. Ghungrad
Principal