



Indira Gandhi Delhi Technical University for Women Kashmere Gate, Delhi-110006

Ref. No.: IGDTUW/EXAM/ PR/2020

Dated: 04-05-2020

Office Order

Due to the Covid-19 Pandemic and Lockdown, the following special guidelines in addition to the existing Examinations guidelines are required to be followed for the smooth conduct of the Practical Examinations of the University for the Semester January 2020 to July 2020:

1. Students may upload their lab files, project report, dissertations etc. (as applicable) on e- exam portal at least two days prior to the start of Practical examinations. However, uploading the digital copy of the lab files, project report, dissertations etc. is optional and the window for uploading on the e-Exam portal will be available from 9 p.m. to 8.00 a.m. only.
2. HoD will nominate a Practical Exam Coordinator for respective Department for smooth conduct of end term practical examinations who will work as per the guidelines of the examination division. The Practical Exam Co Ordinator of the respective department shall be responsible for co-ordination with the HoD, faculty and Examination Division for smooth conduct of the examination.
3. The examinations will be conducted in on-line mode using any popular application. The schedule of the examinations will be prepared by the Practical Exam Coordinator and will be submitted to the Examination Division for notification
4. As the Examinations are conducted in on-line mode and no external examiners (except dissertation/Project work) are appointed, there will be two observers respectively for CBCS Non-CBCS curriculum for Practical and Theory Examinations. The observers will be part of every evaluation and monitor the smooth conduct of the Examinations.
5. For Project and Dissertation work, external examiners be appointed for evaluation/assessment
6. Practical Exam co-ordinators of the respective Department are advised to schedule the time slots in such a way that not more than 10 students join the evaluation at a time for practical examinations. The dissertation/Project work may be conducted on individual basis or on Group basis only if the work is carried out in a Group, .
7. The internal faculty shall maintain the attendance, prepare the award sheet and submit the soft copy to the Practical Exam Coordinator along with the necessary bills and documents etc. immediately after completion of the respective exam
8. HoD's are requested to submit the list of detainees, if any, before 5th May 2020 failing which, examination division will assume there is no detainees.
9. The Practical Exam co-ordinators from time to time shall inform the process of assessment of the end term practical's to the various faculty as per the guidelines of the examination division

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10. The exam/viva will be completed as per the guidelines within the schedule and any issue such as non-reporting of the students will be intimated to the practical coordinator of the department.

This issues with the approval of the Competent Authority, IGDTUW

(Prof. SRN Reddy)
Dean (Examination Affairs)

Copy for kind information to:

- (i) Dean(s)/Dy. Dean(s), IGDTUW
- (ii) HoD (IT/CSE/ECE/MAE/ASH/Arch/Mgt)
- (iii) All faculty members
- (iv) System Analyst with a request to upload the Guidelines on the University website
- (v) PS to Vice-Chancellor
- (vi) PA to Registrar
- (vii) Guard File