



Re-Accredited by NAAC with 'A' Grade

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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CIRCULAR

Veer Narmad South Gujarat University affiliated Colleges Principals/Head of the Departments and All Section Head of University departments and coordinators are hereby informed that due to the epidemic dieses Covid -19 University Computer faculty Practical / Project / Seminar exam for all courses that includes all Under Graduate courses and M.Sc.(C.A.) under Computer Science Applicaption and IT Faculty exam Schedule as per following guide line. All other PG courses except M.Sc.(CA) can apply their modality to conduct examination considering these Guidelines if they wish to.

❖ **As Per Government Resolution :-**

- 1) State Gov. Edu. Department Resolution No. KRN/102020/06052020/ KH -1
Dt: 24-05-2020.
- 2) State Gov. Edu. Department Resolution No. KRN/102020/06052020/ KH -1
Dt: 26-05-2020.
- 3) Email from Dean Dt: 27-05-2020.
- 4) Order Received on office note Dt; 30-05-2020.

❖ **University will Conduct seminar and Practical exams for B.C.A.(6th Sem), B.Sc.(Computer Sci.), M.Sc.(C.A.)-Final semester as follows :**

❖ **Considering the unprecedented scenario due to COVID-19 problem and considering safety, security and health measures for students, staff and examiners, this guideline is issued only for current year's pending examinations.**

1. All centers must conclude their Internal Project/Seminar/Practical examination for final semester of UG courses and M.Sc.(C.A.)(2nd and 4th Sem) on or before 3rd July, 2020.
2. One local examiner and One External examiner should be appointed for every center per maximum 60 students. Appointment of One Internal and One external examiner, (For every 60 students - One set of examiners that include (1 Internal and 1 external examiner)).
3. One set of examiners (One internal and One external) will conduct (practical/Project exam) for maximum 12 groups per day. Specific time must be allotted to all groups for presenting their projects/seminar and all the groups should be called for Project-viva/seminar at interval of 25 minutes at their concerned exam center.



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4. The Chairman of particular examination will arrange the set of examiners and if require, new appointments can be made with approval of Faculty Dean.
5. Same groups once complete their project presentation will go for seminar exam.
6. In the courses where seminar is not available, maximum 12 groups per one set of examiners will be called. These students will appear for practical exam and simultaneously they will appear for Project viva.
7. Internal examiner will be available at the exam center, but the external examiner can join for examination either personally or virtually through the internet using any live, suitable, appropriate media and mode to conduct the examination.
8. Examiners will grant marks to the candidate(s) by mutual decision and prepare the mark sheet. In case the External examiner is virtually preset for the examination, the marksheet and attendance sheet will be sent to the External Examiner for his signature.
9. The External examiner will submit his/her written consent by verifying the marks available in marksheet and marks recorded at his/her end through email at the end of the day to the internal examiner. The External examiner will submit the final marks copy with his/her signature and attendance copy in a sealed cover to the chairman of the subject.
10. Students will submit softcopy group-wise for their Project/Seminar documents and presentation document (PPT) in form of PDF/MS-word/PPT copy as a part of final submission by email to their concerned coordinators at their exam center, minimum one week before the examination. All exam centers must arrange to collect project/seminar softcopy through email from all students at least prior to minimum one week from the exam date.
11. While sending the documents through email, students must write their University Exam numbers, Project/Seminar Title and Internal Guide's name apart from the attachments. These submitted softcopy documents must be preserved by the exam centers.
12. Student's submission signature and counter signature of the Internal examiner must be recorded by the Internal examiner during the examination and preserve this document for six months of time from the date of examiner.



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13. All project/seminar reports submitted by the students must be mailed to the concerned external examiner for that center; minimum before 2 days of examination date by the exam center internal examiner /coordinator.
14. Norms of social distancing as per the guidelines of the Health department, Govt. of India, Govt. of Gujarat and V.N.S.G.U. should be followed during the examination.
15. Provision of gloves and sanitizer should be made available to the Examiners in case they need it. All students, staff and examiners must use face mask and wash their hands with sanitizer before they appear for examination. Class room / Lab and viva table must be sanitized before and after examination. Viva table and keyboard/mouse/computer table must be sanitized once the student's practical/viva gets over.
16. Any student, who is not in a situation to appear for this examination personally due to Covid-19 pandemic situation, should be allowed to appear through the internet using any live, suitable, appropriate media and mode. For this purpose, the student must request to the exam center (Principal/Head of Department /Coordinator) in writing mentioning his name, University exam number, exact reason for not able to remain in person in detail with evidence minimum 3 days prior to exam date.
17. For practical exams and viva, the centers must follow the guideline of social distancing as per the norms derived by the university and Govt. of Gujarat.
18. In case any student is not able to attend personally for practical exam, due to the Covid-19 pandemic; by producing the valid reason in writing, the student will be allowed to appear remotely with the consent of Principal/Department Head and Examiners. The student can appear for examination remotely and appropriate modality of conducting his/her practical examination will be decided by the examiners.

Note:- Above guideline is for conducting Project/Seminar/Practical examination for Final Semester of UG courses and M.Sc.(C.A.).

No. Exam/Science/7662/2020.*

Veer Narmad South Gujarat University,

Surat.

Dt: 08/06/2020.

Controller of Examination