



No: PU/EXAM/Circular/125

Dt: 07/Nov/2020

CIRCULAR

Sub: Conducting Weekly Tests in all diploma and degree programmes from November 23, 2020 during Monday to Saturday.

Ref: i) No: PU/EXAM/Circular/125, Dt: 28/Oct/2020.

ii) Orders of the President.

The President has directed that weekly tests must be conducted in all the diploma and degree programmes across all the Faculties from the commencement of the next term irrespective of whether they follow semester system or annual system. Earlier the Weekly Tests were scheduled on every Sundays.

As per directives of the President, the revised schedule of the Weekly tests is framed on Mondays to Saturdays at 07:00pm and 08:00pm and is enclosed with this circular. Rest all information mentioned in the Circular sited at Ref. (i) remains same.

The Deans of the Faculties, Head of the Institutes are requested to inform the staff members and students in the Institute.

- Controller of Examinations

To: (1) The Deans of the Faculties (2) Principals/ Directors of Colleges/ Institutes

Submitted to: i) The President ii) The Provost iii) The Registrar

Schedule of the WEEKLY TESTS, issue Dt. 07/Nov./2020

Name of the Faculty	Name of the Courses in the faculty	Exam Day & Time
Faculty of Architecture	B.Arch. M.Plan, Diploma in Archi. Assist.	Wednesday, 07:00 PM to 07:45 PM
Faculty of Ayurved	BAMD, MS/ MD- Ayurved	Saturday, 07:00 PM to 07:45 PM
Faculty of Engineering & Technology	B.Tech Semester-1,	Tuesday, 08:00 PM to 08:45 PM
	B.Tech Semester-3	Tuesday, 08:00 PM to 08:45 PM
	B.Tech Semester-4	Tuesday, 07:00 PM to 07:45 PM
	B.Tech Semester-6	Monday, 08:00 PM to 08:45 PM
	B.Tech Semester-8	Monday, 07:00 PM to 07:45 PM
	M.Tech	Monday, 07:00 PM to 07:45 PM
	Diploma Engineering	Wednesday, 07:00 PM to 07:45 PM
	Integrated B.Tech	Wednesday, 07:00 PM to 07:45 PM
Faculty of Homoeopathy	BHMS, MD	Friday, 08:00 PM to 08:45 PM
Faculty of IT & CS	BCA, MCA, Integrated MCA	Monday, 07:00 PM to 07:45 PM
Faculty of Management	BBA, MBA, Integrated MBA, PGDM	Wednesday, 08:00 PM to 08:45 PM
Faculty of Physiotherapy	BPT, MPT	Friday, 08:00 PM to 08:45 PM
Faculty of Pharmacy	B.Pharm, M.Pharm, Diploma Pharmacy, Pharm.D., Pharm.D.PB, B.Pharm (Practice)	Thursday, 07:00 PM to 07:45 PM
Faculty of Nursing	B.Sc.(Basic), M.Sc.	Tuesday, 07:00 PM to 07:45 PM
Faculty of Social Work	BSW, MSW, MSW(HRM)	Friday, 07:00 PM to 07:45 PM
Faculty of Applied Science	B.Sc., M.Sc. Integrated M.Sc.	Thursday, 08:00 PM to 08:45 PM
Faculty of Library & Info. Sci.	B.Lib, M.Lib.	Friday, 07:00 PM to 07:45 PM
Faculty of Fine Arts	B.Visual Arts	Friday, 07:00 PM to 07:45 PM
Faculty of Arts	B.A., M.A.	Friday, 07:00 PM to 07:45 PM
Faculty of Commerce	B.Com(Hons), M.Com(Hons), M.Phil	Friday, 07:00 PM to 07:45 PM
Faculty of Law	LL.B., LL.M. Integrated Law, M.Phil	Friday, 07:00 PM to 07:45 PM
Faculty of Design	B.Des, M.Des, B.Sc., Diploma	Friday, 07:00 PM to 07:45 PM
Faculty of Medicine	M.B.B.S.	Monday, 08:00 PM to 08:45 PM
	B.Sc. Medical Sci., M.Sc. Medical Sci., Diploma Vocational, Diploma Health Assist, B.Sc. Public Health, MPH, MHA, Bachelor of Audiology & Speech Language Pathology	Saturday, 07:00 PM to 07:45 PM
Faculty of Agriculture	B.Sc.(Hons), B.Tech.	Friday, 07:00 PM to 07:45 PM
Faculty of Hotel Mgmt & Cater. Tech.	BHMCT, DHMCT, B.Sc.	Friday, 07:00 PM to 07:45 PM

CIRCULAR

Sub: Conducting Weekly Tests in all diploma and degree programmes from November 23, 2020.

Ref: Orders of the President.

The President has directed that weekly tests must be conducted in all the diploma and degree programmes across all the Faculties from the commencement of the next term irrespective of whether they follow semester system or annual system. All the concerned are required to follow the procedures given below for the same.

- Weekly tests of a maximum duration of 45 minutes and minimum duration of 20 Minutes shall be conducted by the subject teacher on every Sunday at the designated time as per the schedule enclosed.
- The test will be conducted only on the WAC Platform.
- The test for different subjects of a year / semester of the diploma, degree programme will be conducted on different Sundays and every Sunday there will be an exam.
- The performance of the students in the weekly tests will be counted towards the Continuous Evaluation results to be announced at the end of the semester / year.
- The teachers offering a subject whose test falls on a particular Sunday shall be necessarily available to the students who seek any clarification.
- The question paper should be of MCQ (objective questions) type only of a maximum duration of 45 minutes and shall be uploaded on WAC Platform by the subject owner / teachers who have already been trained in the matter.
- This schedule is prepared to accommodate all the diploma/ degree programmes since the WAC Platform cannot take more than 2,500 students in a batch. Thus, if there is an overrun of time in a batch, this will disturb the examination time of the batches that follow
- The Hols are required to prepare the schedule of subject wise weekly test with the detail of Test Creator for every Sunday and upload the same on the University Website before the commencement of the semester / term for information of all the teachers and students. The proforma of the exam schedule is as below,



Name of Faculty, Course, Semester, Name of exam,

Date & Day	Time	Subject Code	Subject Name	Test Creator/Subject Teacher Name

Exam will be conducted on the WAC Platform.

Signature of HoI

Signature of Dean

- The roles and responsibilities of WAC Exam Coordinator will be as per the Notification No.PU / EXAM / 136 dated 6.10.2020.

- **Controller of Examinations**

To: (1) The Deans of the Faculties (2) Principals / Directors of Colleges / Institutes

Submitted to: i) The President ii) The Provost iii) The Registrar

Schedule of the WEEKLY TESTS

Name of the Faculty	Name of the Courses in the faculty	Exam Time
Faculty of Architecture	B.Arch. M.Plan, Diploma in Archi. Assist.	12:00 to 12:45
Faculty of Ayurved	BAMD, MS/ MD- Ayurved	18:00 to 18:45
Faculty of Engineering & Technology	B.Tech Semester-1,	11:00 to 11:45
	B.Tech Semester-3	11:00 to 11:45
	B.Tech Semester-4	10:00 to 10:45
	B.Tech Semester-6	09:00 to 09:45
	B.Tech Semester-8	08:00 to 08:45
	M.Tech	08:00 to 08:45
	Diploma Engineering	12:00 to 12:45
	Integrated B.Tech	12:00 to 12:45
Faculty of Homoeopathy	BHMS, MD	17:00 to 17:45
Faculty of IT & CS	BCA, MCA, Integrated MCA	08:00 to 08:45
Faculty of Management	BBA, MBA, Integrated MBA, PGDM	13:00 to 13:45
Faculty of Physiotherapy	BPT, MPT	17:00 to 17:45
Faculty of Pharmacy	B.Pharm, M.Pharm, Diploma Pharmacy, Pharm.D., Pharm.D.PB, B.Pharm (Practice)	14:00 to 14:45
Faculty of Nursing	B.Sc.(Basic), M.Sc.	10:00 to 10:45
Faculty of Social Work	BSW, MSW, MSW(HRM)	16:00 to 16:45
Faculty of Applied Science	B.Sc., M.Sc. Integrated M.Sc.	15:00 to 15:45
Faculty of Library & Info. Sci.	B.Lib, M.Lib.	16:00 to 16:45
Faculty of Fine Arts	B.Visual Arts	16:00 to 16:45
Faculty of Arts	B.A., M.A.	16:00 to 16:45
Faculty of Commerce	B.Com(Hons), M.Com(Hons), M.Phil	16:00 to 16:45
Faculty of Law	LL.B., LL.M. Integrated Law, M.Phil	16:00 to 16:45
Faculty of Design	B.Des, M.Des, B.Sc., Diploma	16:00 to 16:45
Faculty of Medicine	M.B.B.S.	09:00 to 09:45
	B.Sc. Medical Sci., M.Sc. Medical Sci., Diploma Vocational, Diploma Health Assist, B.Sc. Public Health, MPH, MHA, Bachelor of Audiology & Speech Language Pathology	18:00 to 18:45
Faculty of Agriculture	B.Sc.(Hons), B.Tech.	16:00 to 16:45
Faculty of Hotel Mgmt & Cater. Tech.	BHMCT, DHMCT, B.Sc.	16:00 to 16:45



NOTIFICATION

Sub: Roles and responsibilities of WAC Online Exams – INSTITUTE COORDINATORS.

Ref.: i) Order of the President. ii) Order of the Provost.

The University conducts Online End Semester/ End Year Examinations through W.A.C. platform and the Head of the Institutes conduct Institute's internal examinations. The Head of the Institutes have nominated the teaching staff members as the Institute Exam coordinators for the conduct of WAC online examinations in the Institute. The University had arranged online training sessions for the nominated Institute Coordinators on 30th.September.2020 and 05th.October.2020. The W.A.C. Team had offered the training to the Institute Coordinators.

These nominated institute exam coordinators are entrusted the duty of conducting Online Examinations through W.A.C. platform. The roles and responsibilities of the coordinator are enlisted herewith,

- With reference to the ESE/EYE, the CoE will provide a list of subjects and examination schedule to the WAC Online Exams Institute - Coordinators.
- The Coordinators will Audit Tests, Flows created by the teachers in the faculty, enroll the students in the Test/Flow and acknowledge the same to the CoE timely.
- The Coordinators will respond to the query of the students raised during online exams, on the Issue Trackers sheet, the tracker sheet is shared by the University Exam Section to all the institutes.
- The Coordinators will help out the teachers in the faculty to retrieve examination reports from the platform, where needed.
- Later in addition to the above the Institute Heads will direct the Institute Coordinators to conduct the Institute's Internal Examinations on the platform. The Coordinators will upload the students detail with subject detail, staff detail and exam schedule at institute level for the conduct of Internal Examinations in the institute/s.

The Institute Coordinators have been assigned access rights of "Manage Account" on the W.A.C. Platform.

- Controller of Examinations.

To: i) The W.A.C. Online Exam - Institute Coordinators, ii) The Head of the Institute iii) The Deans of the Faculties.

Submitted to: i) The President ii) The Provost iii) The Registrar.