Marwadi
University

Minutes of the Meeting of IQAC

Date: 9th April, 2020.   Time: 04:00 PM

A meeting of IQAC was held on 9th April, 2020 at 05:00 PM through online mode. The meeting was chaired by Dr. Y P Kosta, Provost Marwadi University.

Mr. Naresh Jadeja - Registrar, welcomed the Chairperson Dr. Y P Kosta and all the distinguished members of IQAC.

The Agenda for the meeting was taken up as below:

Item No. 1 – To approve End of Semester Examination Summer 2020 of Marwadi University using online mode and use of MU Exam application for the examination.

Mr. Naresh Jadeja, presented that since the 2nd week of March 2020 Marwadi University has adopted and leveraged technological online tools to cover up pending academic classes due to the outbreak of Novel Coronavirus. In continuation, prioritizing student's safety post lockdown situation after 14th April and realizing the aspirations of graduating students looking forward to join their employers on completion of their academic requirements should get their results on time to start their career. It was proposed that, Marwadi University shall conduct End of Semester Examination – Summer 2020 through online mode as per the schedule proposed by Marwadi University Examination Department.
Mr. Parin Ramavat, Sr. Manager – IT System Department was invited to present and share details on Application developed for conduct of online examination.

- **MU Exam App** – An online examination system developed by Marwadi Technologies, a Unit of Marwadi University working since last 10 years inside Marwadi University campus and developing academic modules in sync with academicians.
- A detailed presentation on each of the features & menu such as assessment features of MCQ & Descriptive type questions, how to import drawing/figures through app controlled mobile camera and feature on having proctored examinations was shared among members present in the meeting.
- It was shared that, Faculty of Pharmacy – Marwadi University has conducted its Mid Semester Examination through online mode using MU Exam app; thus MU Exam app has proven its capabilities to conduct End of Semester Examination for Summer 2020.

Members present in the meeting discussed guidelines and framework for conducting online examination. Gist of discussions as below;

- **Type of Examination:** A mixture of MCQ & Descriptive type questions.
- **Number of Questions:** Total 50; consisting of 25 questions each for MCQ and Descriptive.
- **Weightage/Distribution of Marks:** Equally distributed i.e. 50% each for MCQ and Descriptive questions.
- **Total Time:** Total time of examination shall be of 60 minutes, 45 seconds will be allotted for answering 1 MCQ question & 90 seconds will be allotted for answering 1 Descriptive question.
- **Descriptive Question:** Subject faculty shall design question in such a manner that the answer shall not exceed more than 1 / 2 lines.
- Detailed instruction as well as a demonstration of Exam App will be given to the students 3 days before the exam, where students will login through their Marwadi University Login ID & Password.
- Once the MU Exam App is ready for its function which is expected to be completed within 2 days of time; Examination Time-Table shall be shared by Examination Department of MU with the students.
- **Examination violation norms:** It was suggested and shared that, if a student adopts malpractices or violates examination norms, below features may be facilitated in MU Exam app for strict monitoring.
    i. If it is noted that, while appearing in examination if the student changes the examination window the question appearing on the window may be flipped with next question.
    ii. Upon flipping the question the number of total questions shall also be deleted.
    iii. Number of Violations by a student, should also be displayed on screen, so that the student is kept aware of.
- It was suggested that a practice exam may be conducted before the start of actual examination in order to orient student about the process and guidelines.
- **Viva Examination:** Faculty members may conduct End-Semester Viva Examination through online modes such as Google Hangout, Zoom, Skype etc. as per the convenience and records of the same shall be maintained by the faculty members.
- **Practical Examination:** No practical examination shall be conducted, instead Viva Examination shall be conducted the Department/Institute.
- **Proctored Exam:** It was suggested that one branch in Engineering Department (CE&IT – Final Year) may be conducted as Proctored Exam. Evaluating the service provider and cost per student i.e. Rs. 300/student is being evaluated.
- A notification/circular informing students regarding conduct of online examination shall be issued from Office of the Registrar. Students shall also be informed that, though Marwadi University is prepared to conduct Online End of Semester Examination for Summer 2020, all Government of India and Government of Gujarat guidelines will be adhered to, as and when declared.

Members present in the meeting resolved as below;

Resolution:

RESOLVED that, end of Semester Examination Summer 2020 of Marwadi University shall be conducted through online mode using of MU Exam Application. The detailed examination time table shall be prepared and shared by Examination Department of Marwadi University. A circular/notification shall be issued by Office of Registrar informing all students. Further, Marwadi University shall adhere to all guidelines issued by Government of India and Government of Gujarat, as and when declared.

The Meeting ended with thanks to the Chairperson.

IQAC Coordinator

Provost
Marwadi University