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**Code of Conduct for Practical / Sessionals / Viva-Voce  
/Project/ Seminar Examination (Odd Semester – 2021)**

Please find herewith the code of conduct to be followed for smooth conduction of Practical / Sessionals / Viva-Voce / Project/ Seminar Examination (out of 60 Marks/100 marks as applicable) that is to be held from 24th Jan, 2022.

**Process to be followed are as follows:**

**A). Each Subject Teacher will have to make his /her Practical / Project/ Seminar/ Lab Subject own frame work for conducting the exam as projected in point G**

**A faculty may proceed for the conduction via two ways:**

1. If the subject's codes are available in MHRD virtual lab and simulator then practical exam of those paper codes will be conducted through MHRD virtual lab and simulator and viva-voce can be conducted on digital platforms Zoom / Google meet /Skype etc.

2. The subject codes which are not available in MHRD virtual lab, for them a MCQ based Google form through GOOGLE Class room should be shared with the students and viva can be conducted on any digital platforms Zoom / Google meet /Skype etc.

**B). For Practical Exam - MCQ based question by Google form through GOOGLE Class room / Virtual Lab + Viva voce Session online.**

**For Sessional/Viva/Project/Seminar – Viva Session + Subject Teacher can also take MCQ based exam.**

**C). Viva Session** should be recorded and kept with the Subject Teacher, as it may be require later on for justification. Time for MCQ based question may be taken 30 minutes or 45 minutes to avoid cheating.

Subject Teacher can use the Virtual Lab. Only if there are 60% to 70% syllabus covered in MHRD's Virtual Lab.

**D). Number of questions and marks distribution can be decided by subject teacher.**

**E). HODs/TICs will monitor the online practical examination of their respective department.**

**F). Subject teacher will send the attendance of students everyday within 5 PM to OIC as well as absentees list to OIC and the HOD of the respective department for further action. If any student will be absent due to network issue then subject teacher may take viva over phone.**

**G).** Subject Teacher need to make a proper format (**Sample given below**) for taking the viva Examinationonline.

Date	Time	Paper Code	Range of Roll No	Semester	Stream/Sec	Link
24.01.2022	11:00 – 11:20	BS-M391	1 - 5	3rd	EE	
	11:20 – 11:40		6 -10			
	11:40 – 12:00		11- 15			

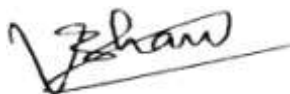
**Note: The time slots and link for viva has to be shared with the students one day in advance.**

**H).** MCQ exam through Google form through GOOGLE Class room should be conducted within 11 am by the respective subject teacher. It may be 30 minutes or 45 minutes depending on subject. **The link for MCQ has to be shared at 10 am on the examinationday.**

**I).** Maximum number of students for a single group should not **exceed 5 students.**

**J).** Lab Copy/Lab Record/ Lab Assignment should be submitted by students well in advance.

### **Best of Luck for the Practical Exam**



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