योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India
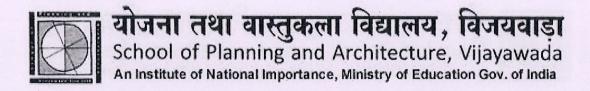
No.:01/SPAV/Supple-exams /Odd Sem/2020-21   Date: 22.02.2021

Important Instructions to Students
Supplementary Examinations March – 2021

The supplementary examinations (for subjects offered during Odd/Even semesters) of Odd semester A.Y. 2020-21 are scheduled to be held from **01-March-2021 to 06-March-2021** through online mode in view of the current Pandemic COVID-19. In this connection, the following are the important instructions to students attending the online supplementary examinations scheduled in March 2021:

1. Duration of the supplementary examination for theory courses is 01:30 (HH:MM) (90 minutes). For drawing courses, planning/architectural studio courses, jury courses, the respective course coordinator shall inform the time schedule.

2. The question paper for each course shall be emailed to student's official registered email id on the day of examination, 5 minutes before the scheduled time through google classroom. Student is required to submit the scanned version of the hand-written answer script to the same google classroom after the completion of exam, within the stipulated time.

3. Weightage of the supplementary examination (online) is 50% of the total assessment as per the Academic Ordinances. However, the question paper shall be set for 25 Marks with 4 questions for the online examination.

4. First two questions with 10 marks each are compulsory and any one question to be answered out of remaining questions with 5 marks each.

5. The duration of the examination is 01:30 (HH:MM) and student shall be given an additional 20 minutes to scan and upload the Answer scripts online, immediately after the completion of exam duration, for strict compliance. Student has to upload the scanned copy of Hand- Written Answer Scripts, preferably in A4 sheets (Strictly in a single pdf file) to the official email id.

6. While creating the soft copy in pdf format, the students shall arrange the answer sheets in sequence and should be numbered.

7. Student shall download the Adobe Scan App from Play Store/App Store for making the document in pdf format for submission. The total file size of the document can't exceed **10MB**.

8. If any technical issues/ doubts, the student shall contact the subject coordinator(s) during the examination time immediately.

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9. The answer scripts should contain the following information:
   - Registration Number, Student signature , Date of the Exam, Name of the Examination on First Page of Answer Script;
   - Registration Number and Page Number (at the bottom of all the pages);

   Failing to comply with the above required information may lead to withholding the result and may result in **reduction of marks**.

10. The evaluation of each course and marks shall be notified to students by the subject evaluator(s) for clarifications, if any.

Superintendent of Examinations   Controller of Examinations

Copy to:
1. P.A.to Director – for kind information to Director
2. Dean Academic
3. HoD-Architecture
4. Paper Setter(S)
5. All Deans
6. Registrar