![School of Planning and Architecture, Vijayawada logo] **योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India
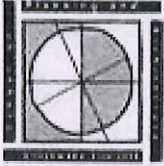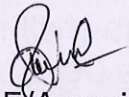
No.1.1/SPAV/Exams/End/Odd Sem/2021-22   Date: 22.02.2022

Instructions to Students
End Semester Examination March – 2022

The End Semester Examinations of Odd semester, A.Y. 2021-22 for **UG year batches** shall be held from 21-March-2022 to 30-March-2022 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 End Examinations scheduled in March 2022:

1) Duration of the End Semester Examination for Theory Courses shall be 1:30 Hr (90 minutes). For Drawing Courses, Planning/Architectural Studio Courses, Jury courses, the course coordinators shall finalise the schedule in consultation with the concerned Head of the Department.

2) The question paper for each subject shall be emailed to student's official email id on the day of examination, 3 to 5 minutes before the scheduled time through Google classroom. Student is required to upload the scanned version of the hand-written answer script in the same Google classroom after the completion of exam, within the stipulated time. **The late submitted answer scripts shall be evaluated as per the circular ref.No.1.1/SPAV/Exams/Odd Sem/2020-21, dt.11.01.2021 and marks shall be reduced accordingly.**

3) 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) in the Google class room.

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

5) 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.

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

7) 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);

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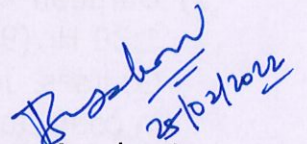
Note: Multiple re-submissions of answer scripts should be avoided strictly. If students attach any wrong/incorrect answer scripts, it will not be considered for evaluation and shall be granted zero marks only. Hence students should take additional care while submitting the answer scripts and make sure that they submit the correct answer scripts.

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

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

SoE 25/2/22   CoE/Associate Dean Academic   Dean Academic 28/02/2022

Copy to:
1. P.A.to Director – for kind information to Director
2. HoD-Architecture, HoD – Planning
3. Registrar
4. Students registered for Odd Semester (A.Y. 2021-22) through email