

**Bharati Vidyapeeth (Deemed to be University)**

Institute of Management and Research (BVIMR), New Delhi

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Ref. No. BVIMR/ND/303/2020-21

Date: 26/08/2020

**PROJECT/ LAB/PRACTICAL EXAMINATION NOTICE :- BCA ALL SEMESTERS REGULAR AND BACKLOG**

Dear students, Greetings of the Day!

As you are all aware that due to ongoing problem of COVID-19 in our country, we had postponed summer Examination in our Institute till further orders from the authorities.

After receiving the PROJECT/LAB/PRACTICAL EXAMS University's guidelines that are enclosed herewith and are also posted on Website, the mentioned EXAMS are being conducted for the Academic session 2019-20.

The detailed schedule (Date Sheet) of the mentioned examination is being shared with you on your Institute's ERP and Website both. It is also being circulated in all the official class groups.

Guidelines for Examination are as follows:

1. Check your Login ID and Password of Microsoft Teams. In case you have any related problem, please contact : Mr Gajender Mahajan at : [gajender.mahajan@bharativedyapeeth.edu](mailto:gajender.mahajan@bharativedyapeeth.edu) (M) 9971379650. Mr Pawan Rohilla at [pawan.rohilla@bharativedyapeeth.edu](mailto:pawan.rohilla@bharativedyapeeth.edu) (M) 9718070729.
2. Check the schedule of exams carefully (Date, Day, Time, Subject) and get ready on time, (details mentioned in the enclosed detailed University's guidelines.)
3. Detailed schedule (Date Sheet) of Exams is being shared with you on your ERP and Website.
4. Although the exams (Viva -voce/Lab-Practical) will be conducted through online mode.
5. Reporting time (online) and other Exams related guidelines will be shared with you shortly.

All the best for your exams and for all your future endeavours.

Dr Daljeet S. Bawa

Mr.M.K. Chaubey

Mr Ajai Kumar

Dr. Ajay Sahni

Dr. A.K. Srivastav

Dr. Vikas Nath

Program coordinators-BCA

.BCA - Exam- in charge

H.O.D.

Director i/c

Cc: CMS

Mr Ankit Barua (Website)

Encl.: 1) University guidelines, 2) Date Sheet



**Bharati Vidyapeeth ( Deemed to be University )**  
**Institute of Management and research , New Delhi**  
**Datesheet of Practical/ Project Viva Voce Examination - BCA , summer 2020**

Date:26/AUG/2020

Ref.No/Bvime/

Sr. No	Date	DAY	Course/ Semester	Subject	TYPE
1	31 August 2020	MONDAY	BCA VI ( Course 2014)	Lab on website development	REG
2	01 September 2020	TUESDAY	BCA VI ( Course 2014)	Minor project IV	REG
3	02 September 2020	WEDNESDAY	BCA II ( Course 2018)	Lab on C programming II	REG
4	03 September 2020	THURSDAY	BCA IV ( course 2018)	Lab on Java	REG
5	04 September 2020	FRIDAY	BCA IV ( course 2018)	Minor Project - 1	REG
6	05 September 2020	Saturday	BCA I ( course 2014) backlog	Lab on C programming I	BL
7	05 September 2020	Saturday	BCA I ( course 2014) backlog	Lab on MS Office	BL
8	05 September 2020	Saturday	BCA I ( course- 2018 ) backlog	Lab on C Programming - I	BL
9	05 September 2020	Saturday	BCA I ( course- 2018 ) backlog	Lab on MS Office	BL
10	05 September 2020	Saturday	BCA II ( Course 2014) Backlog	Minor Project I	BL
11	05 September 2020	Saturday	BCA II ( Course 2014) Backlog	LAB on Oracle and C programming II	BL
12	05 September 2020	Saturday	BCA III ( Course 2014) Backlog	Lab on Data Structure	BL
13	05 September 2020	Saturday	BCA III ( Course 2014) Backlog	Minor Project II	BL
14	05 September 2020	Saturday	BCA III ( Course 2018)	LAB on Oracle and Multimedia	BL
15	05 September 2020	Saturday	BCA III ( Course 2018)	Lab on Linux operating System	BL
16	05 September 2020	Saturday	BCA IV ( course 2014) -backlog	Minor Project III	BL
17	05 September 2020	Saturday	BCA IV ( course 2014) -backlog	Lab on Java	BL
18	05 September 2020	Saturday	BCA V ( course 2014) - Backlog	Linux operating system ( LAB)	BL
19	05 September 2020	Saturday	BCA V ( course 2014) - Backlog	Lab on Internet Programming and C# programming	BL

Mr. Ajay kumar  
 Mr. Mahesh Chaudhary  
 Dr. Daljeet Singh Bawa  
**Program Coordinator BCA**

Dr. Anil Kumar Srivastav  
**HOD**

Dr. Ajay Sahni  
**Exam Incharge BCA**

Dr. Vikas Nath  
**( Director Incharge)**

Note: Detailed schedule of seating and timing will be communicated 1 day before the examination

CC: Mr. Ankit ( website)  
 CMS

## **Guidelines for online Project/Dissertation Presentations and Practical Examinations**

Bharati Vidyapeeth is gearing up for various initiatives for online Teaching, Learning and Evaluation during this Challenging time of COVID-19. At present we are successfully using Microsoft Teams for conducting Live Webinars and online classes for students through proper Classroom Environment. We are also using online tools like Cisco Webex and Google Classroom for supportive activities in Teaching/Learning.

Evaluation of students through online environment is a challenge for an educational organization and the students also. Additionally evaluation of Practical and Project examination is comparatively more challenging than Theory Examination.

On the other side, this pandemic has given us the opportunity to explore the ICT infrastructure to cope up with all difficulties and bridge the gap of Physical location of Teacher and Student.

Following are the guidelines regarding online Project/ Practical Examination.

### **i - Guidelines for online Project/Dissertation Presentations**

#### **Requirements:**

- Laptop, desktop, smart phone, Ipad, tab or similar Device where user can share documents (PPT/Word/PDF/ Screen) required for presentation.
- Good internet connectivity (Minimum 2 Mbps)
- Sufficient power supply / electricity backup.
- Platform to be used: Microsoft Team
- Students must submit the **Softcopy of Project Report/Thesis**, to respective Internal Guide at Institute/college. Student must submit softcopy at least 15 Days before the commencement of Examination.
- Students should get approval certificate from their respective internal project guides.
- Internal/External Examiner will Conduct the Viva of the student only if the certificate duly approved by their Guide and Director will be made available at the time of Viva.
- **No Students will be allowed to appear for Project/Dissertation Examination unless all the Eligibility conditions are fulfilled.**
- The Examination Department of respective Institute/college (Dr. Vinod Ingawle and Dr. R.V.Mahadik in case of IMED) will get the Subject Wise Student List.
- All the rules and regulations of the University must be strictly followed by all concerned.

### Guidelines for Dissertation/Project Presentation:

- Internal Examiner will be responsible for creating Microsoft Teams meeting link. Internal Examiner will share the meeting link with External examiner and Students.
- Each student is required to join Microsoft Team Meeting through links shared by the Examiner before **15 minutes**. No separate reminder will be sent. Failing so will be considered as ABSENT.
- Student has to check WhatsApp and e-mail regularly for instructions from Examiners.
- Each student will be asked to share and present their work by sharing their Computer Screen immediately after joining MS Team meeting. Note that Internal examiner will do screen recording of the entire presentation.
- The total duration of Viva for each student shall be 15 to 30 minutes.
- Any issues related to the Viva must be immediately reported with valid proofs by the student to the Internal Examiner. Any matter presented out of time will not be considered.
- Make sure before appearing in the viva, all of your dissertation/project work must be completed, reviewed and endorsed by your internal guide.
- Try to take a seat in a peaceful, isolated place in home for better concentration and peaceful recordings.
- Ensure Good internet connectivity and a Laptop / desktop / Smart Phone equipped with the same. Also use good quality headphones for better voice quality.
- Keep alternative sources of internet connectivity to avoid any hurdle, it will be highly appreciated.
- If your internet connection becomes unstable, disable your webcam (stop video) and enable it only when you need to speak.
- Keep AUDIO and VIDEO of device in ON status (unmute) during the entire presentation. You can turn on/off if instructions are given by examiners.
- Turn off non-essential software that may be using the internet while you are in a meeting.
- Demonstration of Application/System/Source Code/Data/Statistics/diagrams/case study and related material as case may be should be ready on your system individually.
- Don't argue for extra time to setup an environment needed for your Dissertation/Project during the viva.
- To finish the presentation on time, plan and prepare your PPT adequately.
- Avoid too many slides in your presentation and unnecessary contents which are least relevant to your dissertation/project work.
- Try to answer very short and precisely to save time during your presentation.
- For all queries related to presentation, please contact your Internal examiner through Chat during the meeting or do WhatsApp communication. The students shall raise their query in this chat by raising hand.

## II- Guidelines for Online Practical Examination

### Requirements:

- Laptop, desktop
- Good internet connectivity (Minimum 2Mbps)
- Sufficient power supply / electricity backup.
- Platform to be used: Microsoft Teams
- The candidate is expected to be present online 15 minutes before the commencement of examination. No separate reminder will be sent. Failing so will be considered as ABSENT.
- Candidate must produce identity when demanded, without which he/she shall not be allowed to appear in the examination.
- Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.
- **No Students will be allowed to appear for Practical Examination unless all the Eligibility conditions are fulfilled.**
- **The Examination Department of respective Institute/college (Dr. Vinod Ingawle and Dr. R.V.Mahadik in case of IMED) will get the Subject Wise Student List.**
- **All the rules and regulations of the University must be strictly followed by all concerned.**

### Guidelines for Practical Examination:

- **Software Installation:** For the practical exam, students must install all prerequisite software as required for respective Subject.
- **Software Testing:** For smooth conduction of the exam, Students have to test software with few sample practicals themselves before the commencement of Practical Exam.
- **Internal Examiner will be responsible for creating Microsoft Teams meeting link. Internal Examiner will share the meeting link with External examiner and Students.**
- **Instruction for students to join the meeting:**
  - Students must join the meeting 15 minutes before the commencement of Examination.
  - Students must sign in with their Microsoft Account. In case, if the student is not having Microsoft Account, he/she can join by Specifying USERNAME as Name\_RollNo\_Programme\_Sem\_year.
  - Students need to keep their Identity Card with them. Students must produce identity when demanded, without which he/she shall not be allowed to appear in the examination.
  - As the student join meeting, they need to start recording their screen by using any of the screen recording software from the given list( CamStudio, Window built-in screen recorder, apowersoft)
  - Your entire test must be recorded for mutual benefits as if there are any run time issues of connectivity/ uploading your documents etc, will be automatically registered in the recording and hence can be addressed properly. Students are required to note the timing of such issues

- if there are, during the examination and inform respective examiner through the chat option in the meeting or through email/ Whatsapp.
- Internal Examiner will also record the meeting through entire examination.
  - Take a seat in a peaceful, isolated place in home for better concentration and peaceful recordings.
  - Keep your AUDIO and VIDEO of the laptop/Desktop in ON status (unmute) during the entire examination.
  - At any point of time during examination, Internal/External Examiner can ask the student to share their screen and ask to explain their work.
  - Students have to submit video recording and file of code with practical questions via email to examiner. Both the files must be named as NameofStudent\_Rollno\_Programme\_Sem\_Year.
  - Any Code/Text/image directly copied from a different source will not be considered valid and will be treated as a plagiarism matter. If it is found while evaluation, it may adversely affect on marking.
  - Students shall not use their mobile phones once the test has been started.
  - If student have any queries during examination, they can raise their hand or type their queries in Chat Window.
  - Any student who does not appear in the exam, will be treated as absent. (In case of any genuine issues of the internet etc, students shall immediately inform to the institute through email/whatsapp). Any issue reported out of time will not be considered.

**INSTITUTES CAN USE OTHER ONLINE TOOLS IN PLACE OF MICROSOFT TEAMS**