



# St. Xavier's College (Autonomous), Ahmedabad-380009

(Affiliated to Gujarat University)

**Subject: U.G. Sem 3 & 5 and PG Sem 3 ESE guidelines (SXCA)**

## Introduction:

Taking into account the current situation of the pandemic, and the concerns expressed by all stakeholders as well as the UGC guidelines which emphasize the Issues of Safety, Honesty, Connectivity, Professionalism and Fairness, St Xavier's College (Autonomous), Ahmedabad, proposes the following End Semester Examination system guidelines for UG Sem 3 & 5 and PG Sem 3 students of the College. It is to be noted that this alternative mode of examination is offered specifically on account of the current pandemic.

## Guidelines/ Instructions:

**ALL UG students of Semester 5 and PG Sem 3 will have an online examination, Assignment plus Viva-voce as per the decision taken by the College.**

**UG students of Semester 3 will have an online examination, either Assignment plus Viva-voce OR an MCQ pattern examination, as per the decision taken by each individual Department.** The Departments have decided on the particular format depending on the number of students in the Department and the viability of taking the examination in that format.

**UG Sem 3 Students should carefully note** the examination format to be adopted by their particular Department:

FOR UG SEM 3 ONLY	ASSIGNMENT PLUS VIVA-VOCE	MCQ PATTERN
SCIENCE DEPARTMENTS	Botany, Zoology	Chemistry, Physics-Electronics, Biochemistry-Biotechnology, Mathematics, Statistics Vocational Biotech and Industrial chemistry
ARTS	Economics, Gujarati, Sanskrit, Psychology	English,
BCA	BCA	
BCOM BPS	BCOM BPS	-



# St. Xavier's College (Autonomous), Ahmedabad-380009

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- In both systems, the student will have an option to **prepare any three of the four units** in that particular paper.

## **OPTION ONE: For Departments offering the Written Assignment plus viva-voce:**

**Written assignment plus Viva-voce:** The **written assignment followed by viva-voce examination method will be used** for **each** of the papers. For example, as internal or continuous evaluation exam has been completed for 30 out of 100 marks, the subject faculty will give ONE assignment for the remaining 70 marks to be answered by the student. For the PG course, it will be out of 60 marks. Multiple assignments sets may be prepared for each paper by the Department depending on the number of students.

- The assignment will comprise of 4 questions, corresponding to the 4 units in the paper. The student is expected to **answer any 3 questions (which can have sub questions)** in his/her own handwriting. The electronic copy must be handwritten (unless directed by Department), scanned and converted to pdf. It is to be noted that marks will be given for originality, content, subject depth, relevance. **The content must be free from plagiarism.**
- The student shall submit the assignments / reports **within 15 days OR the time period stipulated by the Department.** On receipt of the assignment topics/ questions. Extension of time may be permitted on special request.
- It is the duty of the student to ensure that the electronic copy of the written assignment (in pdf format) is reached to the Department Head/ faculty by way of requesting acknowledgement confirmation from the Head/ faculty.
- Upon receipt of the written assignment of that particular paper, the subject faculty shall conduct viva-voce. The viva-voce schedule can be arranged depending upon the convenience of the student and the subject faculty. It may also be scheduled on a given date/dates for all students appearing for that paper.
- The purpose of the viva-voce examination is to (a) demonstrate that the assignment is the work of the student concerned; (b) confirm that the student understands what has been written and can defend it verbally.



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- The viva-voce will be of 10-15 minutes' duration which is to be recorded by the Professor/s concerned.
- The evaluation pattern for UG will be as follows:

	Written assignment	Viva-voce
To be evaluated for	Content/originality/presentation/depth	Understanding /ability to explain & defend the written content
<b>Question 1</b>	<b>12</b>	<b>11</b>
<b>Question 2</b>	<b>12</b>	<b>11</b>
<b>Question 3</b>	<b>12</b>	<b>12</b>
<b>TOTAL</b>	<b>36</b>	<b>34</b>

- For PG Sem 3 the ESE exam will be out of 60 marks [ie 10 marks per question for Assignment plus 10 marks for Viva].
- Each Department will have a special e-mail address for these examinations. Students shall use **only written communication** through **this** email to address any question or to seek clarifications related to these exams. The Department-specific email addresses are as follows: [chemistry@sxca.edu.in](mailto:chemistry@sxca.edu.in), [physics@sxca.edu.in](mailto:physics@sxca.edu.in), [english@sxca.edu.in](mailto:english@sxca.edu.in), [mathematics@sxca.edu.in](mailto:mathematics@sxca.edu.in), [biochemistry@sxca.edu.in](mailto:biochemistry@sxca.edu.in), [psychology@sxca.edu.in](mailto:psychology@sxca.edu.in), [economics@sxca.edu.in](mailto:economics@sxca.edu.in), [gujarati@sxca.edu.in](mailto:gujarati@sxca.edu.in), [sanskrit@sxca.edu.in](mailto:sanskrit@sxca.edu.in), [statistics@sxca.edu.in](mailto:statistics@sxca.edu.in), [botany@sxca.edu.in](mailto:botany@sxca.edu.in), [zoology@sxca.edu.in](mailto:zoology@sxca.edu.in), [bca@sxca.edu.in](mailto:bca@sxca.edu.in), [bcom@sxca.edu.in](mailto:bcom@sxca.edu.in)
- For the entire process, the Department can use Moodle or Google classroom for assignment submission, and for viva-voce Moodle or Google meet may be used depending on the decision of the Department.
- The viva-voce shall be completed before **10 December 2020** (UG Sem 3 & 5) for PG Sem 3 viva-voce shall be completed on or before **15 December 2020**.
- The same examination system will be followed for the practical papers. In case of any change, students will be informed in advance by their respective Departments.

**OPTION TWO: For Departments offering the MCQ Format for Sem 3 students:**

- **MCQ format:** Students may choose any three (from among the four units) in a given paper. 23/ 24 MCQs will be asked from each unit making a total of 70 which are to be answered in 70 minutes. The student will be able to answer a maximum of 70 MCQs



# St. Xavier's College (Autonomous), Ahmedabad-380009

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from the three units selected. The examination will be online. Further details about the same including the format for the practical exam will be given by the Department concerned.

## **COMMON INSTRUCTIONS FORMAT:**

- Grievances related to the examinations are to be communicated in writing to the Head of the particular Department and are to be dealt with at that level. Further redressal (if needed) would be through a written communication to the Exam Department and finally to the Principal.
- The decision with regard to holding of a special examination and its modality for any students who may be unable to avail of the proposed examination system will be examined and decided later.

## **Exam Schedule:**

- **For Departments offering the Written Assignment plus viva-voce:**

No	Item	Date
1	Assignment allotment to the students	Decided by the specific Department
2	Written assignment(s)	Dates given by the specific Departments.
3	Viva-Voce	To be determined by subject faculty. To be completed by 10 December 2020 for UG and 15 December for PG.
4	Submission of mark sheet and evaluation by faculty	15 December 2020 [UG] 20 December 2020 [PG]
5	Result Declaration	15 January 2021
6	Special Examination	To be determined
7.	Declaration of final results	To be announced



# St. Xavier's College (Autonomous), Ahmedabad-380009

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- **For Departments offering the MCQ format:**

No	Item	Date
1	Exam notification	Issued by specific Departments
2	Exam preparation period	As determined by Departments
3	MCQ exams	From November 24 to December 10, 2020. Exam schedule to be announced by each Department.
4	Submission of mark sheet and evaluation by faculty	15 December 2020
5	Result Declaration	15 January 2021
6	Special Examination	To be determined
7.	Declaration of final results	To be announced