



Bharati Vidyapeeth
(Deemed to be University)
INSTITUTE OF MANAGEMENT & RESEARCH NEW DELHI
A-4, PaschimVihar, Rohtak Road, New Delhi – 110063

Dated: 02-04-2020

Notice

To All Faculty Colleagues

Dear Colleagues,

As you all are aware that from tomorrow **i.e.03.04.2020** we shall be conducting online examination for various programs at our institute via Moodle Quiz. We have successfully completed assignment examination in the last week and credit goes to all of you. Again it is our collective responsibility to conduct 2nd internal examination via Moodle Quiz for all subjects and all programs with due diligence and accountability. Following are the guidelines to be followed for conduct of Moodle Quiz examination.

Guidelines for 2nd Internal Examination

1. All exam in-charge(s) will share Moodle Quiz password to class coordinators as per the date sheet released to our students for their respective programs.
2. Class coordinators will share Moodle Quiz password in their respective class groups (Official) on the date of examination as per the examination time slot.
3. Class coordinators will contact the course leaders in case of any problem pertaining to Moodle Quiz questions reported to them by students. For any technical difficulty during quiz, class coordinators will speak to Mr. Gajendra Mahajan.
4. Class coordinators will take Moodle Quiz attendance from Mr. Gajendra Mahajan after each examination for onward submission.
5. Class coordinators will submit the information of appeared & absent students for Moodle Quiz in a given format to their respective program coordinators **on each day of exam by 9.30 PM.**
6. Each program coordinators will submit the information received from class coordinators to their respective Exam In-charge(s) by **10.00PM on each exam day.**
7. All exam in-charge(s) will report to Director about conduct of exam and other exam related activities latest **by 10.30PM every day.**
8. Class coordinator must maintain student attendance record for onward submission to exam cell (Ms Anupam Dhingra) once institute reopens.

9. For smooth conduct of 2nd internal examination (Moodle Quiz) all class coordinators and program coordinators are hereby directed to deal proactively and assist our students and IT Staff in a best possible manner.
10. For MBA program contact Mr. Sanjoy Roy, for BBA program contact Dr. Nishith Mishra & Dr. Pankaj Saini, for BCA program contact Dr Ajay Sahni and for Law please contact Ms. Neha Garg and complete your pending tasks on time.

Dr. Vikas Nath

(Director-In-Charge)