



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

Ref: BVIMR/ND/

/2020-21

Dated: 15-05-2021

Notice

To All Faculty Colleagues (Regular & Visiting)

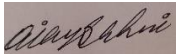
Dear Colleagues,

Please be informed that SECOND internal examination of BCA-IV and BCA VI Semester shall start from 27th May, 2021 and detailed date sheet of the same has been released by examination department. Second internal examination will be conducted on Moodle Platform as we have been doing previously. It is our collective responsibility to conduct internal examination with due diligence and full responsibility. Following are the guidelines to be followed for conduct of examination.

Guidelines for 2nd Internal Examination

1. It is the collective responsibility of the course instructors and course leaders of a particular subject to prepare 120 MCQs as per the desired format in Notepad only.
2. It is the responsibility of course instructors to work in coordination with the course leaders in the process of framing the questions, scheduling and uploading the quiz. **The desired questions (MCQs) of Moodle Quiz are to be framed as per the guidelines only given by our IT cell.** A sample copy of quiz and other instructions are being attached herewith for your reference.
3. It is the responsibility of course instructor **to schedule the quiz and upload the desired questions (MCQs) on the Moodle Platform latest by 4 PM on or before 23rd May, 2021.**

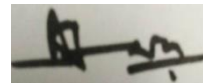
4. It is the responsibility of subject faculty (paper setter) to preview the entire MCQ set on Moodle to avoid errors in question paper (MCQ set).
5. It is the responsibility of the course instructor **to share the quiz password with students of their respective classes on the day of internal examination.** To avoid mistakes, course instructors are hereby requested to follow the date sheet of internal examination which has been released on ERP and Website both.
6. Students have to **logon mandatorily on MS Teams with camera device “on” for the entire duration of the examination.**
7. After scheduling and uploading of the Moodle Quiz, the course instructors will update this information to their respective course leaders.
8. It is the responsibility of Mr. Pawan Rohilla to prepare award list (**Grades of Moodle Score) of each examination** and send it to the concerned course instructors for their record and onward submission to exam cell.
9. It is the responsibility of course instructor to verify the award list sent by Mr.Pawan Rohilla and send it to exam cell (Ms Anupam Dhingra) in a prescribed format for onward updation on ERP. Grades (Out of 10) and marks (Out of 40) both are required on Moodle Quiz award list.



Dr Ajay Sahni
(Exam- I/c)



Dr Daljeet S.Bawa
(Prog.Coord. &HOD)



Dr. A K Srivastav
(Director-I/c)

Encl: Appendix A & B

Appendix-A

Faculty Instructions for Preparing Moodle Quiz

Keep note of the following while preparing MCQ's for Moodle Quiz:

- * Prepare MCQ's in notepad
- * Avoid options like "All of the above" or "both A & B"
- * Don't use special characters i.e
<& * # % \€ \$ -
- * Moodle quiz sample file is mailed to you...Follow the exact formatting as in sample file
- * Don't put S.No before any question
- *Keep every question in one line

Appendix-B

Sample Quiz for your reference

Which of the following is not an inventory?

- A. Machines
- B. Raw material
- C. Finished products
- D. Consumable tools

ANSWER: A

Maintenance consists of the following action

- A. Replace of component
- B. Repair of component
- C. Service of component
- D. All

ANSWER: D