

NOTICE

Dated: 15-05-2020

Subject: Module and Modalities of Spring Session 2020 examination in view of COVID-19 Pandemic.

Consequent upon the approval by the Director and Chairman Senate, the following module and modalities may kindly be noted by all concerned for necessary action at their end, for the conduct of Spring Session 2020 examination. This is in partial modification to the existing statutes of the Institute. This module shall be effective for only Spring 2020 session in view of COVID-19 Pandemic. Further this module will be effective only for UG and PG final semester students only. For other semesters guidelines will follow. The guidelines for the conduct of above mentioned examination are as under:

1. Overall examination comprises of two components i.e. Mid-Term examination and End-Term examination, each with a weightage of 50%.
2. Mid-Term examination includes assignments, Tutorials, class tests, Quizzes, Viva etc. Teacher incharge is authorized to conduct this examination as per his/her assessment/discretion and availability of tools, Infrastructure etc. It will remain the prerogative of concerned faculty member to evaluate the students for Mid-term examination through either of above mentioned ways and means. However, it is expected that the evaluation should remain a quality one by conducting time bound submission of at least one assignment per unit, spot tutorial submission and evaluation, monitored quizzes and viva etc.
3. End-Term examination (Theory) will carry 50% weightage which will be based on maximum SGPA earned by a candidate at any stage from 3rd to 7th Semester. In this direction, all HODs are requested to expedite the evaluation and grade uploading on their respective ERP Portals. Grades earned at 7th Semester (UG) and 3rd Semester (PG) may be communicated to concerned students through whatsapp /email etc. for information of students. The last date for uploading these grades is fixed as 30th May 2020.
4. Evaluation of lab courses (Mid-Term + End-Term) will be made on the basis of maximum SGPA earned by the candidate in a semester at any stage from 3rd to 7th semester.
5. The Project submission and evaluation will follow the following procedure:
 - i) Candidates are advised to submit the project report in PDF format by 20th June 2020 along with the PPT, to be presented at the time of Viva voce

examination (VVE), to their respective mentors. The mentors are requested to forward the same to the Head of the Department for compilation and preparation of VVE schedule.

- ii) Evaluation will be done online through SKYPE / Google Meet by the panel of examiners as per the statutes.
- iii) Evaluation will start from 25th June, 2020 and will end by 5th July 2020.
- iv) Uploading of final grades should be completed by 10th July 2020.
- v) Relevant certificates/grade cards will be prepared online and will be made available to candidates through ERP.
- vi) This module will be initially applicable to UG / PG final semester students only.
- vii) Based on the outcome and end results, module shall be further discussed for implementation in other semesters of various courses.

6. The following procedure will be adopted for Dissertation Evaluation of PG courses:

- i) The candidates are advised to submit their Dissertation in PDF format along-with PPT to be presented at VVE by 5th July, 2020 to the respective mentors. The concerned mentors are requested to forward the same to their respective HODs for compilation and preparation of Viva voce examination schedule.
- ii) VVE will be conducted through SKYPE/Google Meet by the board of examiners as per set norms/statutes.
- iii) VVE examination for PG Dissertation will be conducted from 8th July 2020 onwards.
- iv) Uploading of final grades will be completed by 15th July 2020.

All concerned are requested to note for further necessary action at their end.

Sd/-

(Prof. (Dr.) Kowsar Majid)
Dean Academic Affairs

By Order

Copy to all for information and necessary action:

1. All Deans and HODs.
2. Registrar.
3. ADE.
4. ADAA.
5. Incharge T & P.
6. Chairperson CC, with a request to kindly upload the notice on Institute website.
7. P.A to Director for information of the Director.
8. File.