

OFFICE OF THE CONTROLLER OF EXAMINATIONS: TEZPUR UNIVERSITY: NAPAAM

NOTIFICATION
F.20-11 /2 /2003(Acad)
Dated 11.05.2020

The Vice Chancellor is pleased to approve the recommendations of the meeting of the Heads and Deans held on 4th May 2020 with regard to academic calendar for Completion of the current Semester and commencing of next semester:

1. Considering the prevailing uncertainties there are three alternative plans (**Plan-A, Plan-B, Plan-C as in Annexure-I**), in order of preference, to be executed depending upon the evolving situation. Execution of either of the Plan-A or Plan-B, that envisage bringing the students to the campus for completion of the semester, will depend upon the Ministry of Home Affairs, GoI, allowing the academic institutions to start academic activities in the campus by the specified dates. In case a preferred plan is not possible to be executed, efforts will be to execute the next plan.
2. Under any circumstances, the semester activities will be completed by August 31st, so that the Autumn 2020 semester can be started from 1st September.
3. In case of plans for bringing the students to the campus for completion of classes, examinations etc. strict Social Distancing shall be maintained for the safety of all concerned. To enable that-
 - a. The students will be brought in two batches so that no more than one student is required to stay in one hostel room;
 - b. The departments will plan out and complete all the academic activities, including examinations, to allow better compliance of social distancing. Examination for a course may be held on any date, during the specified period, as decided by DAC, on recommendation of the course coordinator. Office of the Dean of the School may provide coordination support for sharing of resources like exam halls.
 - c. Bigger classes will be divided into small groups for conducting classes, if any, and that in larger well-ventilated rooms/ halls;
 - d. For the Final Semester Classes of programmes like M. Tech, MCA, for which only project works in the current semester, effort shall be made so that the students of these complete the semester without having to come to the campus. The students will defend their works through online presentations. The evaluation will be completed based on the quality of the works and the reports submitted. If there are cases in such classes where access to the laboratories is unavoidable for completion of the respective projects, these students may be allowed to come in 2 weeks ahead (mid of June in case of Plan-A or mid of July in case of Plan-B) for about 2 weeks access to the labs.
4. Execution of a 'plan' will be notified at-least 10(ten) days before its stated date of starting.
5. No external examiners will be engaged for project or practical evaluations in this semester.
6. There shall be combined 3-hour examinations of Mid-term and End-term for 80 marks, in case of courses for which Mid-term exams could not be held. Remaining 20 marks to be used for additional group-based assignments.
7. A 2-hour End-term examination of 60 marks, in case of a course for which Mid-term exam was held.
8. There shall be supplementary examinations held, during the following semester, for students who are unable to come to the campus or not able to participate in the online assessments for any genuine reasons.

9. Any course for which 40% or higher portion of the syllabus remains to be covered will be considered as withdrawn. The concerned faculty member shall offer the course in the next semester in addition to his/ her normal load. Departments shall however ensure that such situations do not arise in case of final year batches.
10. One semester extension of time period for submission of thesis shall be allowed to the PhD students who are to submit their thesis by the end of this semester.

Sd/- (Dr. L. Boral)
Controller of Examinations

Annexure-I

Plans for completion of the semester

Plan A: Assuming we can have the students in campus from 1st July:

- Bring the students in two batches, for 1 month each, for revision classes, practicals & examinations
 - Batch 1: 1st July to 31st July
 - Batch 2: 1st August to 31st August

Plan B: If we are able to have the students in campus from 1st August:

- Conduct all the Project and Seminar assessments based on work done, dissertations submitted, and online presentations.
- Bring the students in two batches, for 2 weeks each, for any doubt clearing for theory courses and for the end-term examinations:
 - Batch 1: 1st August to 14th July
 - Batch 2: 17th August to 31st August

Plan C: If we are unable to have the students back even in August:

- Grading for the semester shall be done based on Continuous Assessment, and Online Examinations, using randomized question papers set from question banks created for each module of a course.
- The online exams shall be held in August, 2020.
- Conduct all the Project and Seminar assessments based on quality of the work done, the dissertations submitted, and the online presentations.
- Completing the laboratory courses and their assessments during Autumn 2020.

Essential Requirements for Execution of Plan-C:

- Adopting of either Google Classroom or Moodle platform (preferably only one of these within a department, for convenience of the students) by each faculty member, for conducting of the online exams.
 - Carrying out a couple of test exams for each batch so that the students are also accustomed with the platform
 - Preparing question banks, for each course by the concerned faculty, of at-least 10 alternate questions for each question in a question paper.
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