OFFICE MEMO

Dated: 15.05.2020

The Vice chancellor, JMI, in continuation of this Office memo no. Coe/Exam/Gen/03/ dated 22.04.2020, and in view of the new guidelines received from the UGC issued on 29th April 2020 adopted by Academic Council held on 06th May, 2020 regarding conduct of examinations during the pandemic COVID-19 and to avoid delay in the academic calendar of the universities across the nation, under authorization of A.C., has approved the following procedure of conduct of teaching and evaluation for the university students of intermediate semester/year-end examination and terminal/final examination for the year 2019-2020.

A. INTERMEDIATE SEMESTER/ YEAR EXAMINATIONS

1. ONLINE TEACHING:

i. Online teaching for all regular students may continue till 31st May 2020 instead of May 05, 2020.

ii. Online assignment submissions by the students shall be admissible till 5th June 2020.

iii. Online practical/viva/interview for intermediary semester/year will commence between 1st June 2020 to 15th June 2020.

iv. The dead-line for the marks submission of intermediary semesters/year for the teachers on the examination web-portal will be 15th June 2020 instead of May 20th 2020.

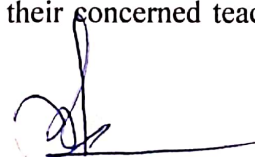v. The backlog papers of the odd semesters/year will be conducted with the next ensuing semesters.

2. ONLINE EXAMINATION:

i. Intermediary semester/year regular students for Academic Session 2019-20) of the university shall be assessed and promoted in the manner that 50 % weightage of marks of the theory papers shall be on the basis of online assignments and 50% weightage of marks shall be awarded on the basis of previous semester/year result.

ii. If no previous semester/year examination was conducted, 100% weightage of marks of the theory papers shall be on the basis of online assignments.

iii. Practical/Lab examination may be conducted online in the manner of online interaction, viva voice, interview etc on or before 15th June 2020.

B. TERMINAL/ FINAL SEMESTER/ YEAR

1. ONLINE TEACHING

i. The online teaching of terminal/ Final Semester/year will continue till 31st May 2020 instead of 5th May 2020.

ii. Internal Assessment will be on the basis of online assignments. The last date of online submission of the Internal Assessment to their concerned teachers will be 5th June 2020 instead of 5th May, 2020.

2.   **ONLINE EXAMINATION:**

i.   Final Semester/Year examinations (Theory and Practical) shall be conducted in the month of July 2020, if Covid-19 condition improves. Otherwise online assignment and online practical alternatives will be accepted.

ii. The Teachers concerned are advised to give prior assignments to the students for such eventuality. The last date of submission of the assignments will be 5th June 2020.

iii. In case, *there is no schedule of examinations published by 10th June 2020* in view of further aggravating of the situation owing to pandemic Covid-19, the theory papers of final semester/Year students will also be assessed on the basis of online assignments on the same criteria as given on page no.1 , under A-(2) i & ii. In such situation the practical Examination will also be conducted online in the manner already defined for the intermediary semester/year upto 15th June 2020.

iv. The deadline for the marks submission of Terminal/Final Semester/year in that situation for the teachers on examination web portal will be between 15th June 2020 to 20th June 2020 irrespective of ongoing vacation.

v.   If the foreign students of final semester/year are repatriated to their respective home countries during the pandemic, they will be governed in the light of guidelines issued vide office memo no. F.No: COE/Exam/07/2020 dated 12th May 2020.

vi. The students of final semester/year-end courses, who have back papers in their even semesters/ previous year, will also be assessed on the basis of online assignments given by them to the concerned teachers. The Compartment Examination of final year students will be conducted in the month of September/October 2020.

vii. Wherever internship/dissertation/project etc is the part of UG/PG curriculum, the concerned department/centre may allow the students to take up online internship/activities that can be carried out from the home, or assign the students suitable assignments to assess their desired skills, knowledge and aptitude. The marks of these practicals be uploaded by the teachers upto 20th June 2020 positively.

viii. The delay in uploading of marks of any paper by any Examiner, beyond the given dates, leads to delay in the whole class result and causes stress for the students. The teachers are requested to kindly follow the deadlines meticulously.

ix. The Ex-Students may also submit their assignments of even semesters subjects to the concerned HOD/Director of the center of JMI. The HoDs/Directors shall be responsible for evaluation and uploading of the marks of these assignments within the given time.

C. Ph.D. Viva -Voce Examinations

i.   The Ph.D Pre-submission Seminar maybe conducted on line by video conferencing , Skype , Zoom, Google, Skype, Microsoft Technologies or any other reliable platform or any other mode with due notice to make it an open presentation before Experts. The HOD should keep a record of any suggestions and convey to Research Scholar for improvements. The Research Scholar is eligible to submit the Hard copies of the Ph.D thesis duly signed by his supervisor. The thesis will then be forwarded to the approved Examiners by the COE office.

ii. Ph.D viva on receiving the positive reports of Thesis examiners in the COE office ,the PhD Viva may be held Face to Face or if not possible then by conducting Online by above mentioned mode. The responsibility to hold an open viva, prior notice, and keeping a video record lies with the HOD/ Dean (in Centres).

D. Extension of date of submission of M.Phil./Ph.D. dissertation/thesis

In view of the Pandemic Covid-19 the last date for submission of the M. Phil/Ph.D dissertation /Thesis has been extended by the University upto July 20,2020 vide notification number F.No. CoE/Ph.D./02/2020 dated 21st April 2020. The further extension, wherever necessary, will be provided to the students on requests as in the light of new UGC guidelines adopted by the academic council.
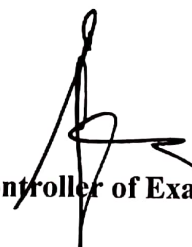
E. Private Examination of UG/PG Courses

The private examinations of UG/PG courses for the session 2020 will be held in the month of September/October 2020.

F. General Guidelines:

i.   **Examination form**: All the regular students of semester system/Annual mode are required to fill online **examination form** available at www.jmicoe.in upto May 31, 2020 positively.

ii.   The commencement of new Academic Year 2020-21 the university classes for regular students will start from 1stAugust, 2020 and for the new semester/year the Academic Year will start from 1stSeptember 2020, depending on Corona status. (Students must reconfirm the date from University website and COE website before returning to JMI).

iii.   The summer vacations in the current Academic session will commence from 16.06.2020 to 30.06.2020.

iv.   The teaching in the next semester/year end courses will be of six days in a week.

v.   The academic session: 2020-21 shall commence from 1.8.2020/ 1.09.2020 for old/ fresh students.

vi.   The students are advised to keep watching the University website and Controllers Website for further notices (including Admission offer information) as sending individual notice is not possible for the university.

vii.   **Admission Test**: The changed dates & centres for 2020-2021, Admission Tests will be displayed on COE and University Websites shortly. Admission forms are already available on the websites of the COE to be filled on or before 15th June 2020 in place of 31st May 2020.

(Controller of Examinations)

COE/Exam/08/2020
Distribution:

1. All Deans of faculties/HODs/Directors of the Centres.
2. All Teachers of the university through their respective HOD/Directors of the Centres.
3. The OSD (Development)/OSD to Vice-Chancellor.
4. A.R. Registrar's Secretariat/A.R. (A&C).
5. P.A. to Vice-Chancellor/COE/F.O.
6. Guard File.