NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA

No. Acad./2020/58th SCSA/ 273

Dated: 08.05.2020

Subject: **Minutes of 58th SCSA meeting held online on 07.05.2020 at 11:00 a.m.**

The following members attended the 58th SCSA meeting held online, through Google Meet, on May 07, 2020 at 11:00 a.m.

1.	Dr. Satish Kumar, Director
2.	Prof. A. Swarup, Dean (P&D)
3.	Prof. Rajender Deswal, Dean (SW)
4.	Prof. Arun Goel, Dean (FW)
5.	Prof. Pankaj Chandna, Dean (IIR)
6.	Prof. Gian Bhushan, Dean (Acad.)
7.	Prof. Mahesh Pal, Dean (R&C)
8.	Prof. S.N. Sachdeva, Prof. Civil
9.	Prof. Dinesh Khanduja, HoD Mech.
10.	Prof. L.M. Saini, HoD Elect.
11.	Dr. N.P. Singh, HoD ECE
12.	Prof. Mayank Dave, HoD Computer
13.	Prof. R.P.Chauhan, HoD Physics
14.	Prof. Minati Baral, HoD Chemistry
15.	Dr. A.S.V. Ravi Kanth, HoD Maths.
16.	Prof. Kiran More, HoD HSS
17.	Prof. A. K. Singh, HoD CA
18.	Prof. Neeraj Kaushik, HoD BA
19.	Prof. Lillie Dewan, Coordinator SREE
20.	Prof. J.K. Chhabra, Coordinator SVE
21.	Prof. Surinder Deswal, Registrar Incharge
22.	Prof. P.K. Saini, Prof. I/C (Exam)
23.	Prof. J.K. Kapoor, Prof. I/C (Acad)

Minutes of 58th SCSA Meeting held on 07.05.2020.

At the outset, Hon'ble Director and Chairman of the Senate welcomed all the members of SCSA in this online meeting, and enquired & wished for the wellbeing of all the faculty/staff members and their families. He talked about global health crisis prevailing in the form of COVID-19 and appreciated efforts of the faculty in conducting online classes and for being in constant touch with the students to uphold their motivation levels. He also stressed upon the need to remain vigilant and prepared for future challenges, as the fight is not yet over. He emphasized that an unprecedented situation like this demands innovative, decisive and coordinated policy action for the conduct of examination by resorting to unusual tools. With the enduring efforts of all, the Hon'ble Director is confident that we will succeed as an Institute, as a society, as a nation, and as the entire global human race in our fight against the virus.

Thereafter, the agenda was taken up for detailed deliberations that lasted for about two hours.

SCSA 58.01 To consider and approve plan Examination and Academic Calendar / Schedule for the year 2020-2021 in view of COVID-19 Pandemic.

All the Deans, HoDs, School Coordinators and Registrar I/c expressed their concern for the academic loss, placements & future of the students and wished for the well-being of the students in the prevailing conditions due to COVID-19. The proposed plan for the examinations (UG, PG & PhD) for terminal and intermediate semesters for the current academic session (2019-20) only in view of the COVID-19 Pandemic was deliberated in detail keeping in view all the stated factors in various Government orders/directions/guidelines related to COVID-19, students' feedback, decisions of other premier institutes, and other related issues. After incorporating the suggestions of the members, the following was decided:

I. **Examination of Terminal Semester of B.Tech. and MBA students**
    (B.Tech. 8th Semester & MBA 4th Semester)

1. Grading of the students for end/external semester examinations to be composite of 50% marks on the basis of the internal evaluation/assessment and the remaining 50% marks on the basis performance in previous semester (i.e. SGPA) only.

2. The students to be given full attendance from March 25, 2020 to April 24, 2020 (i.e. period of lockdown during which online teaching continued). The actual attendance will be attendance in regular mode plus attendance in online mode/lockdown period. In case, the actual attendance falls short of 75%, it is to be treated as 75% so that no student be detained in the prevailing conditions.

Minutes of 58th SCSA Meeting held on 07.05.2020.

3. Marks as obtained in the first test/sessional to be considered for the second test/sessional. In case, a student has not appeared in first test/sessional, the marks to be awarded based on online/offline assignments, etc. for the purpose of internal assessment. The benefit of assignments, etc. be also given to the students who have appeared in first test/sessional by upscaling the marks in first test/assessment.

4. The **Seminars** of the students, if remaining, to be conducted by the concerned teacher through Skype or any other online tool from **27th to 29th MAY, 2020**.

5. **Project viva-voce, Comprehensive viva-voce & GFPA** to be conducted simultaneously at one go, by a team of faculty members nominated by HoD of the concerned department, through Skype or any other online tool from **1st to 3rd June, 2020**.

6. The **re-appear exam/assessment** of terminal semesters to be **held along with the regular exams/assessment on similar lines. The students have to apply for re-appear exams after downloading the relevant form from Institute website.** The guidelines for submission of re-appear form will be notified on the Institute website by Academic section.

7. The details for awarding marks/grade in a theory course and practical courses are given in **Annexure I and II** respectively along with illustrations.

8. The awards/results are to be submitted to Examination Cell in the same format and procedure as followed in the Institute by **10th June, 2020**.

9. The results may be declared by **30th June,2020**.

II. <u>**Examination of Terminal Semester of M.Tech. & MCA students**</u>
   (M.Tech. 4th Semester & MCA 6th Semester)

1. The students who have completed their dissertation work need to **submit their final version of thesis/dissertation** *(.pdf document)* **online** to the concerned supervisor with a copy to HoD/School Coordinator, examination branch and library.

2. The students whose dissertation work is pending due to experimentation or any other reason are **allowed to submit their thesis/dissertation up to September 30, 2020 without paying any additional fee.** However, those who submit thesis beyond this date are required to pay full semester fee for next semester. It is pertinent to mention

Minutes of 58th SCSA Meeting held on 07.05.2020.

that **GATE scholarship will be paid up to June 30, 2020 or date of submission of thesis whichever is earlier**, subject to fulfilment of conditions for the scholarship.

3. The **viva-voce to be conducted online** through skype or any other online tool. The HoD/School coordinator may appoint one Internal faculty member (subject expert) who in coordination with supervisor may conduct viva-voce. It is pertinent to mention that **no external examiner** will be appointed for conduct of viva-voce.

4. As the students may not be able to present their papers in conferences due to prevailing conditions of COVID-19, the conditions/need of publications for securing particular grade stands waived-off. However, in case a student has published/presented papers in Journals/Conferences, due weightage/ consideration be given accordingly while awarding marks/grade.

5. The result in the same format and procedure as followed in the Institute is to be submitted to Examination Cell within five days of conduct of viva-voce.

6. The results may be declared within fortnight of conduct of viva-voce.

III. <u>Examination of Intermediate Semesters of UG, PG and PhD course work</u>

1. Grading of the students for the end/external semester examinations (theory, practical, seminar etc.) of all intermediate semesters (odd and even both) to be composite of 50% marks on the basis of the internal evaluation/assessment and the remaining 50% marks to be on the basis of performance (i.e. SGPA) in previous semester only. In the situations where previous SGPA of previous semester is not available (i.e. like for students of 1st semester & Ph.D students) 100% evaluation may be done on the basis of internal assessments.

2. The students to be given full attendance from March 25, 2020 to April 24, 2020 (i.e. period of lockdown during which online teaching continued). The actual attendance will be attendance in regular mode plus attendance in online mode/lockdown period. In case, the actual attendance falls short of 75%, it is to be treated as 75% so that no student be detained in the prevailing conditions.

3. Marks as obtained in the first test/sessional to be considered for the second test/sessional. In case, a student has not appeared in first test/sessional, the marks to be awarded based on online/offline assignments, etc. for the purpose of internal assessment. The benefit of assignments, etc. be also given to the students who have appeared in first test/sessional by upscaling the marks in first test/sessional.

Minutes of 58th SCSA Meeting held on 07.05.2020.

4. The **re-appear exam/assessment** of all intermediate semesters (odd and even both) to be **held along with the regular exams/assessment on similar lines. The students have to apply for re-appear exams after downloading the relevant form from Institute website.** The guidelines for submission of re-appear form will be notified on the Institute website by Academic section.

5. The awards/results are to be submitted to Examination Cell in the same format and procedure as followed in the Institute by **30th June, 2020.**

6. The evaluation of 6th semester Internship/Industrial training/Project work to be conducted through skype or any other online tool and to be completed by **15th July, 2020.** The students are required to submit their final internship/project report online by **7th July, 2020** to their respective faculty mentors.

   Further, the COVID-19 Lockdown period will be treated as work from home and is to be counted towards the stipulated 18 weeks' duration of the aforesaid internship/industrial training/ project work.

7. Comprehensive exam and Pre-synopsis of Ph.D students may be conducted online through any suitable mode by DRC/SRC of the concerned Department/School until the Institute opens and the classes resume in regular mode.

IV. Academic Calendar for Academic Year 2020-21

The odd semester of Academic Year 2020-21 may commence from August 01, 2020, except for fresh batch/students. However, the Academic calendar for the Academic Year 2020-21 will be notified later on after making a comprehensive assessment of the level of preparedness, residential status of the students, status of COVID-19 pandemic spread in their city / region / state and other factors; and after developing a plan before the resumption of session, strictly following the norms of "social distancing" and other required precautions, to avoid any eventuality arising due to COVID-19.

No other item was taken up in the meeting.

The meeting ended with a vote of thanks to the Chair.

07.05.2020

Dean (Academic)

Director

Minutes of 58th SCSA Meeting held on 07.05.2020.

Award of Marks in Theory Subjects

Internal Assessment (X= 50 marks)					External Assessment (Y= 50 Marks)			Total (100 Marks)	Grade
Sessional I	Sessional II	Attendance	Teacher's Assessment	Total Internal Marks	Y1	Y2	Total External Marks		
(15)	(15)	(10)	(10)	(50)	(25)	(25)	(50)		
				X	$Y1 = X/2$ (50% of total internal marks)	Marks based on the SGPA in previous semester $[(0.25) \times (9) \times (SGPA)]$	Y =Y1+Y2	(X+Y)	
Illustration 1: Student (B.Tech. 8th semester having NO re-appear in previous semester)									
10	10	9	9	38	38/2 = 19	8.43 SGPA in 7th semester. 0.25x9x8.43 =18.97=19	38	76	A
Illustration 2: Student (B.Tech 8th semester having re-appear in previous semester)*									
8	7	7	7	29	29/2 = 14.5=15	Awards to be finalized after the compilation of result/SGPA of 7th semester			

In case a student has re-appear(s) in the previous semester, his/her result will be finalized only after the compilation of the result/SGPA of the previous semester.

Minutes of 58th SCSA Meeting held on 07.05.2020.

Award of Marks in Practical Subjects

Internal Assessment (X= 60 marks)				External Assessment (Y= 40 Marks)			Total (100 Marks)	Grade
Internal Evaluation (30)	Attend. (10)	Teacher's Assessment (20)	Total Internal Marks (60)	Y1 (20)	Y2 (20)	Total External Marks (40)		
			X	$Y1 = X/3$ (1/3rd of total internal marks)	Marks based on the SGPA in previous semester $[(0.2) \times (9) \times (SGPA)]$	$Y = Y1 + Y2$	$X+Y$	
Illustration 1: Student (B.Tech 8th semester having NO re-appear in previous semester)								
20	9	14	43	43/3 = 14.33 = 14	8.43 SGPA in 7th Sem. $(0.2) \times (9) \times (8.43) =$ 15.17 = 15	29	72	B
Illustration 2: Student (B.Tech 8th semester having re-appear in previous semester)*								
18	8	13	39	39/3 = 13	Awards to be finalized after the compilation of result/SGPA of 7th semester			

In case a student has re-appear(s) in the previous semester, his/her result will be finalized only after the compilation of the result/SGPA of the previous semester.

Minutes of 58th SCSA Meeting held on 07.05.2020.