INSTITUTE’S EXAMINATION SPECIAL RULES UNDER COVID-19 LOCKDOWN FOR ONLINE EDUCATION

1. Introduction:

(1) These rules may be called Institute’s Online Education and Examination Rules during COVID 19 Situation.

(2) These rules have been formulated and being updated keeping the “HEC POLICY GUIDANCE SERIES ON COVID-19” as the key guide.

(3) They shall come into force with immediate effect.

(4) These rules shall be applicable to all the campuses of the Institute.

(5) In case of any doubt regarding the interpretation of these rules and in matters not clearly covered under these rules, the matter shall be referred to the Online Academic Council for the final decision.

2. Semester Assessments

All the faculty members teaching a course will have the option of assessing students, but not limited to them, through the following methods.

All the assessments after being duly marked may be returned to the student. All the assessments shall be available for audit for transparency purposes.

Each student needs to be assessed at least 8 times through any of the following methods. A minimum of three methods need to be employed for the assessments.

1. Assignments
2. Quizzes (Time limited take home)
3. Course Projects.
4. Presentations / Viva Voce exam
5. Online examination which will be live and in real time
6. Take home exam of a longer duration. (Will be considered equal to 2 assessments covering at least 50% of the course contents)
7. End term Research/Term Paper.
8. Any other method allowed by the chairperson of the department

The faculty may include any live assessments, taken during the first five weeks prior to closure of premises due to COVID 19 lockdown. The auditable record of such assessments should also be kept.

The Labs will be assessed through lab tasks. There will be a minimum of 12 labs. All assessed labs may be returned to students duly marked and a copy retained for audit.
purposes. There may be an end semester Viva/Voce and/or Project Presentation to be conducted by the concerned Lab Instructor along with an external examiner.

The department shall announce the final presentation time table and students will be presenting their projects as per the schedule being judged by at least a panel of three faculty members who may award them the letter grades based on the criterion defined by the department.

3. Submission of Results

All results will be submitted by the instructor to the office of the Chairman of the Department. Chairman will submit the results to the Controller of Examinations within one week of end of semester.

4. Notification of Results

As soon as possible after the submission of awards by the Academic Department the Controller of Examinations shall notify the result after appropriate scrutiny within 2 weeks after end of semester.

5. Rectification in the Result

The rectification in the submitted result is possible within 02 weeks after the announcement of the result. The corrected result shall be submitted in the Exam Department on the Result Change Form duly signed by the concerned Dean and approved by the Vice Chancellor.

6. Incomplete Semester

Any student who was not able to take the exams/assignments/quizzes etc. due to lack of internet facilities or ability to connect to faculty and course resources and/or expects to obtain better grade and improved CGPA, shall be given an ‘I’ grade and the option to appear in the final exam of that particular course(s) as and when offered in the next two semesters.

7. Grievance Committee

There will be one focal person from each department, appointed by the chairperson, to whom all students of the department may submit their grievances related to online academic activities in written form. The focal person shall try to resolve the issue, but where incapable or beyond his/her scope or abilities may submit the complaint to the Grievance Committee. The grievance committee shall have at least one member from each department and be headed by Dean AS&R.

The grievance committee shall make its decision known within 3 (three) days of receiving the complaint.

8. NOTE
The above-mentioned policies are subject to change or modification as per requirements and directions given by respective regulatory authorities.

To include in some other document

The Final Year Design Projects (FYP) may be reassessed in light of the COVID-19 situation and revised targets may be given to students in consultation with project supervisors. Students may be tasked with submitting the final outcomes of their respective projects and FYP reports to their respective supervisors by a well-defined date.