



UNIVERSITY OF KASHMIR, SRINAGAR

NAAC Accredited A⁺ Grade

Notification

In the interest of student community, in view of the impending lockdown and maintenance of social distancing owing Covid-19 Pandemic, the Vice-Chancellor on the basis of the recommendations of the Committee constituted for the purpose has been pleased to authorize that no conventional semester examination shall be held for PG programmes, instead there shall be a credible alternative examination to be worked out by the respective Departmental Committees in the light of the requirements of their course/programme as per the following:-

- Written assignment
- Continuous assignment
- MCQ
- Individual/group viva

The mode and method of examination shall be as per the guidelines **given in annexure.**

There shall be regular continuous assessment of the students of the current semester during online teaching through assignments/online viva or any other method as the Departmental Committee deems fit.


Assistant Registrar
Academic

No.F (PG-Exams)Acad/KU/20
Dated: 30-05-2020

Copy for information to the:-

1. Dean, Academic Affairs, University of Kashmir, Srinagar;
2. Dean, Research, University of Kashmir, Srinagar;
3. Dean, College Development Council, University of Kashmir, Srinagar;
4. Deans of the Schools, University of Kashmir, Srinagar;
5. Heads of the Departments, University of Kashmir, Srinagar;
6. Directors of various Research Units/Centres/Campuses/Directorates, University of Kashmir, Srinagar;
7. Controller of Examinations, University of Kashmir, Srinagar;
8. Chief Proctor, University of Kashmir, Srinagar;
9. Principals of all affiliated Colleges offering PG Programmes;
10. SS to Vice-Chancellor for information of the Vice-Chancellor;
11. I/C Director, IT&SS, University of Kashmir, Srinagar;
12. Assistant Registrar, Registration/Tabulation/Secrecy/Transit;
13. Concerned System Engineering, Automation Examination, University of Kashmir, Srinagar;
14. PA to Registrar for information of the Registrar;
15. File.

Mode and Method of Examination, Guidelines, 2020

Whereas the vice-chancellor has constituted an **Advisory Cum Monitoring vide order no.F(Adv-Mont-com)VCO/KU/20 Dated 26-05-2020** with a mandate inter alia to devise a strategy/roadmap for conduct of examinations as an alternative to existing conventional examination that could not/cannot be held due to impending lockdown and maintenance of social distancing owing to COVID-19;

Whereas the UGC vide notification No. F.1-1/2020 (secy.) dated:6-4-2020 constituted a committee to deliberate and make recommendations regarding the issues related to examinations and Academic Calendar and the said committee has submitted its report on 24th April and on the basis of the said report, the UGC has formulated the recommendations.

4. Examinations

Maintaining the sanctity of academic expectations and integrity of Examination process, the universities may adopt alternative and simplified modes and methods of examinations to complete the process in shorter period of time in compliance of CBCS requirements as prescribed by UGC from time to time. These may include MCQ/OMR based examinations, Open Book Examination, Open Choices Assignment/ Presentation-base assignments etc....”

And hence under the mandate of the University Act and the UGC recommendations as referred her-in before, the following guidelines are hereby framed.

(I) Short title, Extent and Applicability

- (1) These Guidelines shall be called the University of Kashmir Mode and Method of Examination Guidelines, 2020;
- (2) These Guidelines shall not be read in derogation of the existing statutes but supplementary to the existing mode of examination that could not/cannot be held due to impending lockdown, including examinations that were postponed halfway and shall be applicable only to the extent of inconsistency with the existing statutes ;
- (3) These Guidelines shall come into force with immediate effect in anticipation of the approval of the competent authority and shall remain in force until withdrawn;
- (4) These Guidelines shall not apply to any examination already held under the existing statutes;
- (5) These Guidelines shall apply to:-
 - (i) All Regular/ Distance Mode PG /UG/ Diploma/ Certificate Courses run by the University Departments/ Satellite Campuses/ Affiliated Government/Private Institutions;
 - (ii) Private PG Courses offered by the university; and

- (iii) All Integrated Courses run by the University Departments/ Satellite Campuses/ Affiliated Government/Private Institutions
- (6) These Guidelines shall not apply to PG/UG/ Diploma courses of Medicine, Unani Medicine, Nursing, M.Tech. and Private B.Ed. run by the University Departments/ Satellite Campuses/ Affiliated Government/Private Institutions;
- (7) The Departmental Committee for private institutions/ courses shall be the Departmental Committee of the concerned University Department that will conduct the examination of these private institution students in the same manner in which the examination of the students enrolled in that department is conducted in order to maintain parity and uniformity in awarding of marks;
- (8) Where a course is run in the private affiliated institution but is not offered by any university department, the modalities of examination of these students will be worked out by the Dean of the concerned School in consultation with Departmental Committee of the allied subject in the university department;
- (9) These Guidelines shall be withdrawn, as and when the circumstances so warrant by a notification issued by the competent authority;

(II) Mode and Method of Examination

- (10) There shall be a credible alternative to the conventional examination to be worked out by the concerned Departmental Committee to suit the requirements of their course for which the broad parameters are:-
 - (i) Written assignment
 - (ii) Continuous Assessment
 - (iii) MCQ
 - (iv) Individual /Group viva;
 - (v) Any other as may be decided by the Departmental Committee;
- (11) The assignment shall be given to individual student or group of the students by the concerned subject teacher or group of teachers;
- (12) The examination of those departments that were usually conducted by the Controller of Examinations shall be now on conducted by the respective departments in the manner as prescribed under these Guidelines till these Guidelines are in force.

(III) Nature and contents of Assignment

- (13) The assignment shall be so drafted that it should appropriately test the knowledge and understanding of the student/s about the concerned subject;
- (14) The nature, number and contents of the assignment will vary from subject to subject and will depend on the discretion and choice of the Departmental committee;
 - (i) The assignment shall be necessarily based on the prescribed syllabus, preferably on the topic/s taught or for which study material has been provided or recommended or is available on any other online platform made known to the student/s

- (15) The time duration for submission of the assignment shall be decided by the concerned Departmental Committee;
- (16) The evaluation of the assignment shall be done by the same Faculty who has given the assignment and /or by another faculty of the same subject specialization to be worked out by the Departmental Committee.

(IV) Honorarium for Paper setting/Evaluation

- (17) The honorarium for setting of question paper and evaluation of Assignment shall be the same as is provided for setting of question papers and Evaluation of Answer Books as revised by the university vide notification No.F(R-Rates-Exam) Acad/ KU/2020 dated: 01-01-2020.
- (18) The Head of the Concerned department has to countersign the bills before they are submitted for payment in the office of the Controller of Examinations

(V) Distribution of Marks

- (19) The maximum marks assigned to each paper shall be distributed among the assignment/s, Continuous Assessment MCQ/Viva Voce shall be such as is prescribed by the Departmental Committee;
- (20) The final marks secured by the student in a given paper should be consolidated in such a way as to answer the present software requirements;
- (21) The Course/ programme having end semester general viva as provided under the ordinarily applicable statutes shall be substituted by online Individual student viva / group viva/discussion for which modalities will be worked out by the Departmental Committee
- (22) The Course/ programme having Dissertation/ project/ term paper/ as one of the papers, its submission shall also be online followed by evaluation as usual in consultation with Dean Research, Dean of the concerned School and HOD.
- (23) The Course/ programme having field study/Lab. based projects as one of the papers shall be substituted by secondary data projects and the students shall submit such projects online in accordance with the modalities to be worked out by the Departmental Committee in consultation with Dean Research, Dean of the concerned School and HOD.
- (24) Where a course/programme is having practical/s moot courts as one of the components, the practical/s moot courts and their examination shall be conducted as far as possible through online mode to be worked out by the Departmental Committee in consultation with Dean Research, Dean of the concerned School and HOD.

(VI) Provision for Teaching Practice

- (25) The Teaching practice, where ever applicable, shall be worked out by the Departmental Committee with the help of Director of Directorate of ITSS be, as far as is possible, conducted through Virtual classes and the performance of the students be evaluated by the subject expert/s who will prepare the awards of the students accordingly;

- (26) The class room facility, for teaching practice, can also be explored with the Director of School Education for utilizing their Google Classes wherein the concerned students can give their presentations that will be evaluated by the subject expert/s;
- (VII) Review and Re-evaluation**
- (27) The provision for review/re-evaluation of assignment in vogue for theory paper/s under the ordinarily applicable statutes shall apply mutatis mutandis to the candidates who will have to appear in the examinations under these Guidelines.
- (VIII) Re-appear in Backlog Paper/s**
- (28) The candidate who fails or remains absent in any paper in the examination based on assignments will have to reappear under the statutes/guidelines in vogue at the time when his/her backlog examination becomes due;
- (IX) Examination of courses/programmes where class work is completed offline**
- (29) Where class work of any semester was completed offline but the end semester examination could not be held for any emergent circumstances, such examination shall be held as per the procedure prescribed under these Guidelines;
- (X) Examination of Backlog Candidates**
- (30) These Guidelines shall apply to backlog candidates as well who are otherwise eligible to appear in the examination with regular students;
- (XI) Attendance in Virtual Classes**
- (31) There shall be no separate requirement of attendance and the students attending virtual classes shall be deemed to have completed a minimum statutory requirement of attendance;
- (XII) Application of Carry on instead of Promotion**
- (32) The student/s whose eligibility for promotion could not be determined for one reasons or the other, he/she/they shall be eligible to appear in the semester examination for which he was to satisfy the promotion criteria but he /she/they shall have to pass the subjects in which he/she/they have failed previously;
- (XIII) Directorate IT&SS to Collaborate for IT Infrastructure**
- (33) The Heads of the department shall explore online options in consultation with the Director ITSS who shall ensure that a credible and secure online mechanism is put in place for submission of assignments/ project reports /lab reports etc and conduct of viva voce ;
- (34) The IT SS shall facilitate record of assignments/ Reports /Viva Voce/Group Viva/Discussion, so as to be able to answer any student complaint/RTI application.
- (XIII) Removal of Difficulties**
- (35) Where any difficulty arises in the implementation of these Guidelines, the same shall be reported by the concerned Head of the Department to the Controller of Examinations who shall refer the matter to the committee competent to take decision in this regard.
- (36) The Committee competent to take decision under these Guidelines shall be:-

- (i) The Vice-chancellor (Chairman)
- (ii) Dean Academic Affairs (Member)
- (iii) Controller of Examinations (Member)

(XIV) Power to withdraw Application of these Guidelines

- (37) Notwithstanding anything contained contrary in these Guidelines, the Competent Authority may withdraw the application of these Guidelines at any time when the change in circumstances warrant such withdrawal and the Competent Authority is satisfied that the normal class work can be resumed and the general statutes otherwise governing conduct and mode of examinations can be applied and enforced.