BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

MINUTES

103rd SPECIAL ACADEMIC COUNCIL
MEETING OF THE INSTITUTE

Held on 05th June 2020(Friday)
Time: 11.00 AM

VENUE: CAT HALL
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI - 835 215

BIRLA INSTITUTE OF TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act 1956)
Mesra, Ranchi- 835215

MINUTES

103rd Special Academic Council Meeting held on 05th June, 2020 at 11.00 A.M. in the Institute CAT Hall

103.01.   103rd Special Academic Council Meeting was held on 05th June, 2020 at 11.00 A.M. in the Institute CAT Hall. The meeting was chaired by the Vice Chancellor. The list of members who attended the meeting is enclosed as Annexure – A.

103.02.   **End Semester Evaluation / Assessment and Award of Grade for SP- 2020.**

Based on the recommendations of the Deans/HoDs/Directors/Incharge – Off Campuses/ CoE/ Registrar of the institute after taking cognizance of feedback of stake holders, Dean (Academic Programme) proposed the guidelines for End Semester Evaluation/ Assessment and Award of Grade for SP-2020

(Annex-I)

Academic Council accorded its approval vide Guidelines on Examinations and Award of Grade for SP 2020 Semester vide Ref. No. GO/OO/103 SpAC/Sp2020Exam-Eval/20-21/84 dtd. 05.06.2020 & GO/OO/103SpAC/Sp2020Exam-Eval/ 20-21/ 107 dated 09.06.2020 (Revised).

(Annex-IA)

103.03.   Course Structure & Syllabus for 2 Years MCA Programme

Based on the recommendations of the Board of Studies (BoS) of the Department of Computer Science & Engineering, Dean (Academic Programme) proposed the CBCS Course Structure & Syllabus (1st Semester) for 2 (Two) Years MCA Programme.

Academic Council deffered this item.

(A.P. Krishna)
Registrar & Secretrary
Academic Council

Dated: 28/10/2019

Guidelines on Examinations and Award of Grade for SP 2020 Semester

1. Preamble:

The COVID-19 pandemic and subsequent lockdown have disturbed regular academic activities of the institute. There is uncertainty regarding the control of the pandemic in our country, and there is also no certainty on when the Government will allow students to come in the campus of the Higher Educational Institutes. Since, moving on to MO 2020 without concluding SP 2020 is not a good option, the institute is compelled to conclude SP 2020 without conducting End Semester examination. In view of this, institute needs to assess the students without End Semester Examination and award grade accordingly.

Since the Grades to be awarded without conducting End Semester Examination, which is written test, whatever solution we propose for awarding grades may not be wholeheartedly endorsed by everybody, however, institute needs to rely on wisdom and the suggested solution shall be practical and justified. In addition, it should lead to minimum grievances from students and parents. Moreover, the suggested solutions shall be also in conformity with the advisory of the primary regulating authority i.e., UGC.

In view of this, following proposals are placed before the Academic Council for deliberation and subsequent approval.

1.1. Award of Grade of Theory Courses:

The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation**, which constitute different modes of evaluations such as Quiz(s), assignment(s), seminar/presentation, mid semester exams, and any other mode of evaluation as adopted by the teacher offering the course. This mark shall be normalised to 100 and the grade shall be awarded accordingly. This shall be adopted for all UG, PG theory courses as well as pre-PhD qualifying courses of PhD students.

1.2. Award of Grade of Laboratory Courses:

The Grade of each laboratory courses shall be based on the marks obtained in the **Progressive Evaluation (PE)** and an **Online Viva (OV)**. Marks obtained in these two shall be normalised to 100 and the grade shall be awarded accordingly. The assessment shall be based on different types of exercises assigned by the teacher/department and a final online viva voce as deemed fit for the particular laboratory course since the nature of each laboratory course is unique. All the assessment shall be conducted through online mode.

1.3. Project based courses/ Industry Internship courses:

Award of grade shall be based on progressive evaluation and online viva voce. Progressive evaluation tools of assessment shall be based on project report submission (*weightage as described in BIT Examinations regulations*) and the balance marks as deemed fit by the Departmental Project Evaluation Committee.

1.4. Award of Minimum Passing Grade:

Students shall be awarded the minimum pass grade in each Course Registered in SP-2020. However, students who have not appeared in the MID Semester examination or booked for unfair practices during the MID Semester examination/Quiz shall not get this benefit.

1.5. Backlog Examination for Final Semester Students (BE VIII Sem, ME/MTech IV Sem, B.Arch X Sem, MCA VI Sem, MBA IV Sem, BBA, BCA, BAM VI Sem, MAD IV Sem, IMSc VI/X Sem, BHMCT VIII Sem etc)

Award of Grade for Registered paper(s): The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation** in the previous attempt, if such attempt was made. This mark shall be normalised to 100 and the grade shall be awarded accordingly.

In view of existing uncertainty in the joining of students in the institute owing to COVID 19, it is not feasible to organise Short Semester/Summer Program in the current Semester. Therefore, Final year students of any Program who are yet to registrar for Backlog Paper shall be allowed to do so until 20 June 2020.

1.6. Backlog Examination for Students not in the Final Semester:

Registration for Backlog papers for these students shall be announced after resumption of normal academic/teaching activities in the institute and the Institute shall conduct usual pen-paper based examination.

1.7. Promotion Policy:

Students of any program shall be allowed to register in the next higher semester.

1.8. Mandatory Attendance:

Mandatory attendance requirement shall be exempted for SP-2020. However, F* cases of previous semesters shall follow existing regulations of the institute and the schedule to be notified on institute resumption to normal activities.

1.9. Non – Collegiate (NC) examinations: The NC examinations shall be conducted as per the

practice of the institute and will be conducted after the resumption of normal activities of the institute.

1.10. Improvement of Grades of Theory Courses:

The students who are unsatisfied with their grade(s), as awarded using the scheme elucidated in 1.1 to 1.5, shall be allowed to **cancel the obtained grade** in the course(s) and obtain New Grade in that course after appearing in usual pen-paper based **End Semester Examination component** only, which shall be conducted in future.

1.11. Ph.D. Viva voce:

All Ph.D. viva voce examinations shall be conducted through online mode like Skype or other meetings apps. However, during the online mode of Viva voce, the HoD, Chairperson of the Doctoral Committee shall ensure attendance by members of the Doctoral Committee, all faculty

members of the department, research scholars and other interested experts/ researchers, besides the Research Supervisor and Expert(s)/Examiner(s), as applicable. It is also imperative on the part of the concerned department to maintain due record of the same, including the report signed by Expert(s)/ Examiner(s) appointed for conducting the same.

The above guidelines shall be also applicable for all programs and courses in the University Polytechnic during SP-2020

BIRLA INSTITUTE OF TECHNOLOGY
MESRA: RANCHI 835215

Ref.: GO/OO/103SpAC/Sp2020Exam-Eval/20-21/ 107   June 9, 2020

Sub: "REVISED Guidelines on Examinations and Award of Grade for SP 2020 Semester"

In supersession of earlier notified guidelines dated 5th June and the addendum of 8th June, 2020, this revised REVISED Guidelines on Examinations and Award of Grade for SP 2020 Semester shall be implemented. In view of the COVID-19 pandemic and subsequent lockdowns, and as approved by the Academic Council in its 103rd Special meeting:

1. **Award of Grade of Theory Courses**:
   The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation**, which constitute different modes of evaluations such as Quiz(s), assignment(s), seminar/presentation, mid semester exams, and any other mode of evaluation as adopted by the teacher offering the course.
   For Courses under CBCS system: Projected Total Marks in the Course (Paper) including End Semester Examination = 2 X Marks Obtained in Progressive Evaluation.
   For Courses under non-CBCS system: Projected Total Marks in the Course (Paper) including End Semester Examination = 2.5 X Marks Obtained in Progressive Evaluation.
   For B. Pharm. Semester II, IV and VI and M. Pharm. Semester II : Projected Total Marks in the Course (Paper) including End Semester Examination = 4 X Marks Obtained in Progressive Evaluation.
   The grade shall be awarded accordingly. This shall be adopted for all UG, PG theory courses as well as pre-PhD qualifying courses of PhD students.

2. **Award of Grade of Laboratory Courses**:
   The Grade of each laboratory courses shall be based on the marks obtained in the **Progressive Evaluation (PE)** and an **Online Viva (OV)**. The grade shall be awarded accordingly. The assessment shall be based on different types of exercises assigned by the teacher/department and a final online viva voce as deemed fit for the particular laboratory course since the nature of each laboratory course is unique. All the assessment shall be conducted through online mode.

3. **Project based courses/ Industry Internship courses**:
   Award of grade shall be based on progressive evaluation and online viva voce. Progressive evaluation tools of assessment shall be based on project report submission (*weightage as described in BIT Examinations regulations*) and the balance marks as deemed fit by the Departmental Project Evaluation Committee.

4. **Examination of Registered Backlog Courses of Final Semester Students & Students of Additional Semester (** BE, B.Tech, B.Pharm VIII Sem, ME, M.Tech. M.Pharm IV Sem, B.Arch X Sem, MCA VI Sem, MBA IV Sem, BBA, BCA, BAM VI Sem, MAD IV Sem, IMSc VI/X Sem, BHMCT VIII Sem etc)

   Award of Grade for Registered paper(s): The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation** in the previous attempt, if such attempt was made.
   For Courses under CBCS system: Projected Total Marks in the Course (Paper) including End Semester Examination = 2 X Marks Obtained in Progressive Evaluation.
   For Courses under non-CBCS system: Projected Total Marks in the Course (Paper) including End Semester Examination = 2.5 X Marks Obtained in Progressive Evaluation.
   The grade shall be awarded accordingly.

In view of existing uncertainty in the joining of students in the institute owing to COVID 19, it is not feasible to organise Short Semester/Summer Program in the current Semester. Therefore, Final year students of any Program who are yet to register for Backlog Paper shall be allowed to do so within the permissible limit of papers under backlog and Summer Programs for CBCS and Non-CBCS, and with usual fees until 20 June 2020.

5. **Backlog Examination for Students not in the Final Semester:**
Registration for Backlog papers for these students shall be announced after resumption of normal academic/teaching activities in the institute and the Institute shall conduct usual pen-paper based examination.

6. **Promotion Policy**:
Students of any program shall be allowed to register in the next higher semester, even if he/she fails to clear all registered paper in the current SP-2020 semester.

7. **Mandatory Attendance:**
Mandatory attendance requirement shall be exempted for SP-2020. However, F* cases of previous semesters shall follow existing regulations of the institute and the schedule to be notified on institute resumption to normal activities.

8. **Non – Collegiate (NC) examinations**: The NC examinations shall be conducted as per the practice of the institute and will be conducted after the resumption of normal activities of the institute.

9. **Improvement of Grades of Theory Courses**:
The students who are unsatisfied with their grade(s), as awarded using the scheme elucidated in 1 to 4, shall be allowed to **cancel the obtained grade** in the course(s) and obtain New Grade in that course after appearing in usual pen-paper based **End Semester Examination componen**t only, which shall be conducted in future. This option shall be applicable only for courses registered during SP-2020.

10. **Ph.D. Viva voce**:
All Ph.D. viva voce examinations shall be conducted through online mode like Skype or other meetings apps. However, during the online mode of Viva voce, the HoD, Chairperson of the Doctoral Committee shall ensure attendance by members of the Doctoral Committee, all faculty members of the department, research scholars and other interested experts/ researchers, besides the Research Supervisor and Expert(s)/Examiner(s), as applicable. It is also imperative on the part of the concerned department to maintain due record of the same, including the report signed by Expert(s)/ Examiner(s) appointed for conducting the same. Online Pre-PhD presentations/ Term paper presentation/Annual progress presentation/ DC meeting shall be applicable till further order.

The above guidelines shall be also applicable for all programs and courses in the University Polytechnic during SP-2020

By order of the Vice-Chancellor

(Registrar) 1/26/2020

Copy to:

1. Deans/Director IQAC
2. HoDs/Incharges of Academic Departments/CoE
3. Director Off-campuses/Univ. Polytechnic
4. Addl. Registrar (F&MM)/Dy. FO/Dy. Comptroller
5. Dy. Registrars/AO/ARs
6. Webmaster – may please remove notification of 5th and 8th June and upload this order on website
7. PS to VC
8. File

BIRLA INSTITUTE OF TECHNOLOGY
MESRA: RANCHI 835215

Ref.: GO/OO/103SpAC/Sp2020Exam-Eval/20-21/84   June 5, 2020

Sub: Guidelines on Examinations and Award of Grade for SP 2020 Semester

In view of the COVID-19 pandemic and subsequent lockdowns, the Academic Council in its 103rd Special meeting has approved the guidelines on the above subject as follows:

1. **Award of Grade of Theory Courses**:

   The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation**, which constitute different modes of evaluations such as Quiz(s), assignment(s), seminar/presentation, mid semester exams, and any other mode of evaluation as adopted by the teacher offering the course.

   For Courses under CBCS system: Projected Marks in End Semester Examination = 2 X Marks Obtained in Progressive Evaluation.

   For Courses under non-CBCS system: Projected Marks in End Semester Examination = 2.5 X Marks Obtained in Progressive Evaluation.

   The grade shall be awarded accordingly. This shall be adopted for all UG, PG theory courses as well as pre-PhD qualifying courses of PhD students.

2. **Award of Grade of Laboratory Courses:**

   The Grade of each laboratory courses shall be based on the marks obtained in the **Progressive Evaluation (PE)** and an **Online Viva (OV)**. The grade shall be awarded accordingly. The assessment shall be based on different types of exercises assigned by the teacher/department and a final online viva voce as deemed fit for the particular laboratory course since the nature of each laboratory course is unique. All the assessment shall be conducted through online mode.

3. **Project based courses/ Industry Internship courses:**

   Award of grade shall be based on progressive evaluation and online viva voce. Progressive evaluation tools of assessment shall be based on project report submission (*weightage as described in BIT Examinations regulations*) and the balance marks as deemed fit by the Departmental Project Evaluation Committee.

4. **Examination of Registered Backlog Courses of Final Semester Students & Students of Additional Semester** (BE, B.Tech, B.Pharm VIII Sem, ME, M.Tech. M.Pharm IV Sem, B.Arch X Sem, MCA VI Sem, MBA IV Sem, BBA, BCA, BAM VI Sem, MAD IV Sem, IMSc VI/X Sem, BHMCT VIII Sem etc)
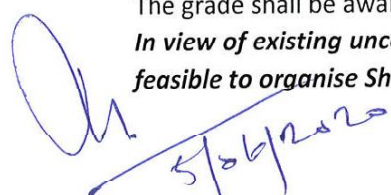
   Award of Grade for Registered paper(s): The Grade of each theory course shall be awarded exclusively based on the marks obtained in the **Progressive Evaluation** in the previous attempt, if such attempt was made.

   For Courses under CBCS system: Projected Marks in End Semester Examination = 2 X Marks Obtained in Progressive Evaluation.

   For Courses under non-CBCS system: Projected Marks in End Semester Examination = 2.5 X Marks Obtained in Progressive Evaluation.

   The grade shall be awarded accordingly.

   In view of existing uncertainty in the joining of students in the institute owing to COVID 19, it is not feasible to organise Short Semester/Summer Program in the current Semester. Therefore, Final year

students of any Program who are yet to register for Backlog Paper shall be allowed to do so until 20 June 2020.

5. **Backlog Examination for Students not in the Final Semester:**
Registration for Backlog papers for these students shall be announced after resumption of normal academic/teaching activities in the institute and the Institute shall conduct usual pen-paper based examination.

6. **Promotion Policy:**
Students of any program shall be allowed to register in the next higher semester.

7. **Mandatory Attendance:**
Mandatory attendance requirement shall be exempted for SP-2020. However, F* cases of previous semesters shall follow existing regulations of the institute and the schedule to be notified on institute resumption to normal activities.

8. **Non – Collegiate (NC) examinations:** The NC examinations shall be conducted as per the practice of the institute and will be conducted after the resumption of normal activities of the institute.

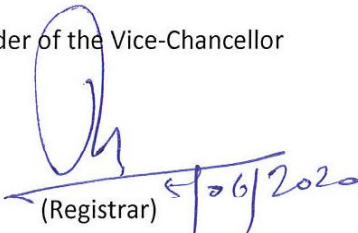9. **Improvement of Grades of Theory Courses:**
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The above guidelines shall be also applicable for all programs and courses in the University Polytechnic during SP-2020

By order of the Vice-Chancellor

(Registrar) 26/6/2020

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