

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)

(केन्द्रीय विश्वविद्यालय)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

(A Central University)

उपकुलसचिव

Dy.REGISTRAR



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No./DoAA/2020/ 148

4 September 2020

To,

The Chairperson and all the Members of
Academic Programme Committee,
Dr. Harisingh Gour Vishwavidyalaya
Sagar, (MP) 470003

Subject: Minutes of 31st Emergent Meeting of Academic Programme Committee
(APC) held on 03 September 2020.

Respected Sir/Madam,

This is to inform that 31st Emergent Meeting of Academic Programme Committee (APC) held on 03 September 2020 in the Conference Hall, New Administrative Building of the Vishwavidyalaya.

The approved copy of the Minutes is enclosed for perusal and action please.

With Regards,

Satish Kumar
Deputy Registrar
(Academic Affairs)

Copy to:-

1. All Heads of the Departments.
2. I/c Registrar, I/c Controller of Examinations and I/c DCDC.
3. I/c Website Cell - for uploading the same on the Vishwavidyalaya Website.
4. PS to VC - for information of Hon'ble VC please.
5. Assistant Registrar, O/o Registrar.
6. Guard File.

Satish Kumar
Deputy Registrar
(Academic Affairs)

Minutes of 31st Emergent Meeting of Academic Program Committee (APC)

Dr. Harisingh Gour Vishwavidyalaya, Sagar, MP, 470003
(A Central University)



Minutes of 31st Emergent Meeting of the Academic Programme Committee (APC)

- **Date:-** 03 September 2020
- **Time:-** 03: 00 PM
- **Venue:-** Conference Hall, New Administrative Building
Dr. Harisingh Gour Vishwavidyalaya, Sagar, MP, 470003
- **Members Present**

1.	Prof. J.D. Ahi	Vice-Chancellor (I/c) and Chairperson, APC
2.	Prof. P.K. Kathal	Senior Most Professor
3.	Prof. P.K. Khare	Dean, SBS
4.	Prof. G.S. Giri	Dean, SES
5.	Prof. Farid Khan	Dean, CST
6.	Prof. Diwakar Shukla	Dean, MPS
7.	Prof. P.P. Singh	Dean, SAL
8.	Prof. D.K. Nema	Dean, SCM
9.	Dr. Lalit Mohan	Dean, AIS
10.	Prof. R.K. Rawat	Dean, E&T
11.	Prof. B.I. Guru	Dean, SOL
12.	Prof. A.D. Sharma	Dean HSS & DoSA
13.	Prof. K.K.N. Sharma	Dean, SAS
14.	Prof. Archana Pandey	DoFA
15.	Prof. A.N. Sharma	DoAA - Convener
16.	Shri Satish Kumar	Deputy Registrar (Academics) & Secretary APC
- **Special Invitees**

1.	Prof. A.P. Mishra	Coordinator Admission Cell
2.	Prof. Sanjay Jain	HoD, Pharmacy
3.	Shri Santosh Sohgaure	I/c Registrar
4.	Dr. S.P. Upadhyay	I/c DCDC
5.	Dr. Surendra P. Gadewar	I/c CoE
6.	Dr. Anurag Shrivastava	Assistant Librarian

APC:EM:31:(01) (i) To consider the issue of conduct of Terminal Semesters (Outgoing Semesters) Examinations and to complete it by 30.09.2020 in blended (Online + Offline) mode in pursuance of the Orders passed by the Hon'ble

Minutes of 31st Emergent Meeting of Academic Program Committee (APC)

Supreme Court on 28.08.2020 in WP (Civil) No. 724 of 2020 & connected Writ Petitions and as per Revised Guidelines dated 06.07.2020 issued by the UGC.

(ii) To consider the Revised Academic Calendar and Guidelines on the Examinations and other issues related to it.

Resolutions:- The APC after due deliberations resolved to approve the Amended Academic Calendar 2019-20 and Guidelines on the Examinations for Academic Session 2019-20 in view of COVID-19 Pandemic, with minor suggestions, which have been incorporated therein during the Meeting. The APC further resolved to adopt the same mode of Examinations (blended - Online & Offline) also for the students of Terminal Semesters of the colleges affiliated to this Vishwavidyalaya.

Action:- DoAA, I/c CoE & I/c DCDC

The Meeting ended with vote of thanks to the Chair.

Satish Kumar

Deputy Registrar
(Academic Affairs & Secretary APC)



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
(केन्द्रीय विश्वविद्यालय / A Central University)

Amended Academic Calendar : 2019-20 (As on 03 September 2020)

S.No	Activities	Scheduled Dates
1.	Start of Even Semester	02.01.2020
2.	Mid-I	02.03.2020 to 06.03.2020
3.	Suspension of Classes (in view of COVID-19)	16.03.2020
4.	Continuation of Teaching-Learning through various modes, such as Online Learning/ Distance Learning / Social Media (WhatsApp/ Telegram App /You Tube)/ E-mails etc	16.03.2020 to 09.06.2020 and again from 26.06.2020 to 30.06.2020
5.	Summer Vacation	10.06.2020 to 25.06.2020
6.	Mid-II (Continuous Internal Assessment)	20.08.2020 to 10.09.2020
7.	Filing of Online Examination Forms by all students (Regular/ Backlog) including Preparation for Examinations	01.07.2020 to 10.09.2020
8.	Conduct of End Semesters Examinations (for UG programme) : (i) Terminal (Outgoing) Semesters (Theory) (ii) Terminal (Outgoing) Semesters (Practical) (iii) Intermediate (Other Semesters) (Theory) (vi) Intermediate (Other Semesters) (Practical)	21.09.2020 to 30.09.2020 01.10.2020 to 07.10.2020 No Exam No Exam
9.	Conduct of End Semesters Examinations (for PG programme): (i) Terminal (Outgoing) Semesters (Theory) (ii) Terminal (Outgoing) Semesters (Practical) (iii) Intermediate (Other Semesters) (Theory) (vi) Intermediate (Other Semesters) (Practical)	26.09.2020 to 30.09.2020 01.10.2020 to 07.10.2020 No Exam No Exam
10.	Students feedback (Outgoing Semesters)	During Practical/ End Semester Examinations
11.	Evaluation and Declaration of Result: (i) Terminal (Outgoing) Semesters (ii) Intermediate (Other Semesters) Semesters	20.10.2020 15.11.2020

The Academic Session: - 2020-21

Admission Process	01.10.2020 to 10.11.2020
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Note: -

- The classes for Fresh Semesters (New Students) will commence from 17 November 2020.
- The above Academic Calendar may be revised, if situation so demands.

Satish Kumar

Guidelines on the Examinations for Academic Session 2019-20
in view of COVID-19 Pandemic

1. Mode of conduct of end-semester examinations of the Terminal Semesters (Outgoing Semesters):-

The examination for the students of Terminal Semesters of the Academic Session 2019-20 will be conducted in blended (Online + Offline) mode. It is Open Book Examination (OBE) in which examinee would take examination remote (from their home/ any other place) with no restriction on consulting books and other resource material for writing answers.

2. Pattern of Question Paper and Duration of Examinations:-

Notwithstanding the pattern of examinations in vogue, the examinations of the Terminal Semesters (Outgoing Semesters) will be conducted in simplified modes so that it may be completed in shorter period of time in compliance with CBCS requirement as prescribed.

(i). The questions papers for End Semester Examinations shall be of **02 (two) hours duration** instead of 03 hours as prescribed and shall be set such as to comprise the following Sections: -

(a). Section-A shall have 06 (Six) Short Answers Questions (SAQs) of 10 (ten) marks each out of which the examinee shall be required to attempt any 03 (three) Questions (**Total 30 Marks**).

(b). Section-B shall have 04 (four) Long Answers Questions (LAQs) of 15 (fifteen) marks each out of which the examinee shall be required to attempt any 02 (two) Questions (**Total 30 Marks**).

(ii). The examinations may be conducted in **two shifts; first shift from 10:00 am to 12:00 noon and second shift from 03:00 pm to 05:00 pm.**

(iii). The theory and practical papers of End Semester Examinations of the Terminal Semester of any programme shall be set internally.

(iv). The course coordinators may be advised to set the Question Papers from the courses taught in class room before the lockdown and online during the lockdown period. Each question paper should be submitted in PDF to the Examination Section through HoD concerned.

(v). Practical examinations, Projects, dissertations, as applicable, may also be conducted **Online (through Skype, Google Meet or any other App).**

(vi). Although as per Academic Calendar 2019-20, the Mid-I Examinations of the Terminal Semesters of all programmes was scheduled from 02 March to 06 March 2020, yet in some of the Courses, Mid-I Exam could not be held for any reason or the candidates could not appear in the Mid-I Exam already conducted, the Mid-I Exam may be conducted in those courses or for those students during the conduct of Mid-II Exam **online (through Skype, Google Meet or any other App).**

(vii). In case a student of terminal semesters is unable to appear in the examinations conducted by the Vishwavidyalaya in the aforesaid manner, for whatsoever the reason(s) may be, he/she shall be given opportunity to appear in

special examinations for such course(s) paper(s), which may be conducted by the Vishwavidyalaya in conventional pen and paper mode, as and when feasible, so that, the student is not put to any inconvenience/ disadvantage. This provision would be applicable only for the current academic session 2019-20 **as a one-time measure.**

3. Examination of Back Papers:-

The students of terminal semester having backlog of even semester (2, 4, 6, 8, as the case may be) of previous academic session(s) would be required to clear the examination for the course in which he/she has failed/ remained absent. The same policy shall be applicable on all ex-student who wish to clear their backlog of course(s) during the ensuing online (OBE).

4. Use of Unfair means by examinees:-

The existing provisions of Ordinances on use of 'Unfair Means' by examinees may not be applicable for the instant end semesters examinations, as examinees would take examinations from the home/ other places with no restriction on consulting books and other resource material for writing answers. However, as the examinees are required to write the answer in their own handwriting, following may be treated as use of unfair means by an examinee:

- i. Handwriting is not of the examinee.
- ii. Image/ PDF file of answer-sheets uploaded by more than one examinee is same.
- iii. Answer of more than one examinee is verbatim same (decision on which would be at the discretion the evaluators).

In either of the above cases, the punishment of cancellation of examination concerned course/ paper may be imposed on the examinee(s) concerned for repeated offence, punishment of cancellation of entire examination may be imposed. All such cases, in which use of unfair means by examinees suspected by the Evaluator would be referred to the Unfair means Committee for examinations and its recommendation to the Vice-Chancellor, as per above policy.

5. Procedural aspects:-

(a). The examinees would download the question paper from the portal **dhsgu.mponline.gov.in through their SIS Login.** using their user login and password. After writing the answer, the answer scripts would be uploaded by the examinee on the portal within the duration of the 45 Minutes of the completion of the concerned examination.

(b). The answer would be written by examinees on plain A4 size paper by hand, in their own hand writing unless a scribe has been permitted as per rules.

(c). The question paper would be available for downloading by the examinees at the time of commencement of the concerned examination in accordance with the time table notified by the Controller of Examinations.

The guidelines dated 29.08.2018 on conducting written examination for Persons with Benchmark Disabilities; notified by the Department of Empowerment of Persons with Benchmark Disabilities (Divyangjan) would be applicable. However, keeping in view that examinees would not be writing the examination on the Vishwavidyalaya campus, such examinees (Divyangjan) as are entitled

for provision of scribe would be required to arrange for their own scribes as per norms prescribed in the guidelines. To simplify the existing process, the power to permit scribes for entitled examinees shall rest with the Dean of the Faculty concerned (for UG courses)/ Head of the Department concerned (for PG courses).

The students grievances related to the examinations shall be dealt with by the COVID-19 Cell notified by the University.

6. Provisions for Intermediate Semesters:-

As one time measure, alternative mode of grading for promotion/ result may be adopted for the Academic Session 2019-20 so that students can take their career forward.

(i). **Grading of Students could be composite of 50% marks on the basis of pattern of Internal Assessment/ Assignment Based Evaluation as adopted by the University and the remaining 50% can be awarded on the basis of the performance in Previous Semester (Average will be calculated on the basis of those courses in which the candidates have secured pass marks).**

(ii). If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester.

(iii). The scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for the current academic year and every student will be promoted to next semester year. However, such students may clear the examination for the course in which he/she has failed/ remained absent, whenever the examination is held next.

(iv). Students are required to submit their assignment online to their course coordinators as per schedule notified for Mid-II (Continuous Internal Assessment) in Revised Academic Calendar 2019-20.

7. Although as per Academic Calendar 2019-20, the Mid-I Examinations of the Intermediate Semesters of all programmes were scheduled from 02 March to 06 March 2020, yet in some of the Courses, Mid-I Exam could not be held for any reason or the candidates could not appear in the Mid-I Exam already conducted, the Mid-I Exam may be conducted in those courses or for those students during the conduct of Mid-II Exam **online (through Skype, Google Meet or any other App).**

Satish Kumar