

Guidelines for conduct of Examination for the Jan-June 2020 session

In view of the special circumstances arising out of the outbreak of the COVID-19, the following guidelines are made only for the current semester ie Jan-June 2020 and till the start of the academics of the next semester keeping in view the guidelines issued and notified by the UGC and AICTE:

1. Faculty members are to establish contacts with the students so that they can make up the shortfall in the conduct of the courses in the ONLINE mode. Faculty members shall address the issues either in person in small groups in the Polytechnic itself or through electronic means. SOP as prescribed by the institute/ Govt of India/ Govt of Arunachal Pradesh must be followed for the interactions/examinations wherever applicable. Faculty members of the Polytechnics may address the academic issues of the students of other Polytechnics also whoever approaches them. This shall be applicable to all the faculty members of all the subjects/programmes even though the students may have been promoted to the higher semester without examination. Moreover, it should be religiously followed for the students of the current VIth Semester

2. Students of the IInd Semester and IVth semesters shall be provisionally promoted to the next higher semesters ie III and V Semester respectively subject to their scoring minimum 40% in the PA (Theory/Practical). Fulfilling of 75% attendance for this particular semester is exempted.

The ET (Theory) marks of such students shall be awarded as detailed below:

- a. 50% of the ET (Theory) marks for each regular course of a student of the IInd/IVth Semester shall be awarded on the basis of the average of ET (Theory) marks of all the courses of the Ist / III semester +remaining 50% of the ET (Theory) marks on the basis of the PA marks of the particular course of the IInd/IVth Semester.

*For example: A student obtains 450 out of 750 in End Sem exam of Ist/IIIrd Sem, then average % marks per course in I/III Sem =  $450/750 \times 100 = 60$ .*

*Suppose, the maximum marks for End Term (Th) of a course in the II/IV Sem is 75. 50% of 75 ie 37.5 will be considered as the basis of the performance against the score for the previous semester and another 37.5 will be considered as the basis of marks for the internal assessment of the student for his score in ET (Th) in the End Semester for II/IV Semester.*

*If the above student scores 20 out of 25 in the PA of a course with End Term (Th) of 75 marks, his score in the IV sem will be:*

Marks due to performance in previous semester	Marks due to PA in the current semester	Total score (out of 75)	Rounded
$60/100 \times 37.5 = 22.5$	$20/25 \times 37.5 = 30$	52.50	53.00

- b. Practical examination which couldnot be conducted during the Jan-June 2020 for IInd/IVth semester shall be conducted in the IIIrd/Vth semester as and when the regular classes commence.

- c. A Special Examination shall be conducted when the situation improves or as per the demand of the situation. A student can appear the Special Examination if he/she wants to improve his/her grade or if he/she did/could not appear the Blended time-limited examination.
- d. Examination for the backlog courses of the students who have not completed the academics of their Vth sem will also be conducted during the Special Examination.
3. Students who are having backlog in the 1st Semester will be provisionally allowed to attend the classes of the Vth Semester. However they will have to clear the backlog of the 1st Semester during the Special Examination whenever it is held. In case the student doesnot clear the paper, he will not be allowed to continue in the Vth Semester. An undertaking to the effect has to be taken by the institution before such students are allowed to attend the classes.
4. Examinations shall be conducted for the Terminal Semester ie Vth alongwith the backlogs for the semesters III, IV, V and VI for the students of 2k14 to 2k17 who have completed the academics of the 6<sup>th</sup> Semester.
5. The mode, syllabus, marking scheme, etc for the examination shall be as follows:
- Examination shall be of Objective type and will cover the entire syllabus of each course. It will be Blended (Online+Offline) Time limited examination.
  - The question papers shall be hosted in a dedicated website and shall be mailed to the registered students. The students can download the question paper or access it from their mail. They will have to solve the questions and submit their responses through the website/mail within the given time.
  - The duration and number of Objective Questions shall be as follows:

Sl. No.	ET Marks	Anticipated Duration of exam	No of Questions	Marks for each question	No of MCQs to be considered for evaluation
1.	50	1hour	40 questions	2 marks	Best 25
2.	75	1.5 hour	55 questions	2 marks	Best 37( 1 marks Grace)
3.	100	2 hour	75 questions	2 marks	Best 50

The distribution of questions shall be as follows:

No of questions	Fill in the Blanks	Multiple Choice Question	State whether True or False
40	20	20	NIL
55	20	20	15
75	25	25	25

There shall be NO NEGATIVE marking.

Additional 1 hour shall be given to the students to complete the process in addition to the anticipated duration of exam as detailed above.

- d. End Term examination of the Practical component for the VIth Sem including assessment of Project, Industrial Training and Seminar shall be conducted as per the convenience of the respective institution as per the prevalent system before the commencement of the Theory Examinations. Practicals could be simulated wherever possible and demonstration and viva could be conducted over audio or video conferencing.
- e. The Polytechnics shall act as Facilitation centre to provide service to the students in case the students so desire to appear the examination with the help of the internet facilities available in the institute.
- f. The interested students shall apply through the respective polytechnics after submitting their examination forms through whatsapp or email to the institution and paying the fees to the Polytechnic's account. The institute shall in turn submit the documents and the fees to the Council
- g. The Examination Superintendent of each of the Polytechnic with the help of the faculty members will be in touch with the student of the said Polytechnic till the conclusion of the examination of the particular session. The Superintendent shall address all the issues of the examinees of the particular Polytechnic. Issues beyond his control shall be brought to the notice of the Council/Controller of Examination.
- h. Efforts shall be made to rope in the services of the various telcos to provide at least 2G uninterrupted service to the registered cell nos of the students , faculty members and relevant staff of the Polytechnics for at least 1 (one) month so that there is no glitch in the conduct of the examinations.
- i. The examination can be attempted from desktop, laptop, tablet or smartphones from places convenient to the students.

