



**OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**

USTM/Reg/Notice/2020/32

Date: 09.05.2020

CIRCULAR

**USTM Guidelines for Examinations & Academic Calendar
@ COVID-19**

As per the resolutions taken unanimously in an interaction convened by the Hon'ble Chancellor, USTM with the Head of the Departments dated 07.05.2020 to chalk out the action plan in view of COVID-19 pandemic, in presence of the Vice Chancellor and other administrative high officials, the following guidelines & advisory for Examinations, Academic Calendar & other strategic issues has been framed :

A. Examinations

1. The pending 1st Sessional Test will be conducted online before 20th May, 2020.
2. The pattern of question paper will be MCQ type and will be conducted through Google Classroom.
3. The last working day for the current Academic Session will be 25th June, 2020.
4. The 2nd and Final online Sessional Test will be conducted within 16th- 25th June, 2020 after completion of the entire syllabus within 15th June, 2020.
5. Syllabus for the 2nd Sessional Test along with the time table will be submitted to the COE for necessary endorsement (Format will be supplied by COE office).
6. Out of the 2 sessional tests, the best of 2 will be considered for IA marks.
7. For the students who are unable to attend online classes and test due to the worst cases of internet connectivity, alternate measures will be sorted out after verification.
8. The semester end examination will be conducted within 15th - 30th July, 2020 in offline mode (physically in pen and paper) in the University campus following the parameters of social distancing.

B. Online classes (current session)

1. All the HODs will submit the summary feedback report of online classes taken by the respective faculty members of the Department on daily basis.
2. HODs will instruct the faculty members to take the classes according to the normal class time table to prevent overlapping.
3. In whatever mode, the study materials are provided to the students at a particular time, that will be considered as one class.
4. They will also show the adjustments/arrangement of classes of Senior Professors of the Department.
5. It has been observed that some faculty members are not conducting online classes, hence the HODs were asked to identify those and submit the names against whom administrative measures will be taken.
6. HOD in consultation with faculty members will decide the policy to conduct the interim/final Project/Dissertation works/Internships/Practice teaching through different alternative practice without compromising the quality.

7. Every possibility will be chalked out for conducting the pending Practical classes for the Science Departments within 1st - 15th July, 2020 if the situation permits. In all cases, the University will comply with the decisions of the State/Central/Statutory bodies.
8. All the Departments will complete the syllabus concisely for all the batches within 15th June, 2020.
9. HOD shall inform the authority if they face any inconvenience and non cooperation from any end during implementation of the above instructions.

C. Strategy for next Academic Session

1. It is unanimously agreed by all HODs to adopt the 50-50 formula for classroom accommodation i.e. to divide the number of students of each batch into two groups (**50%**) and each group will attend contact classes in the University campus for **3 days in a week** alternatively.
2. While the 50% students will be attending contact classes, the rest 50% will be attending the same classes on online mode (by Live streaming) staying at their homes, residential hostels or paying guests outside the campus.
3. In this way in the classroom, only one student will be sitting in one bench fulfilling the standard of social distancing.
4. Practical classes can also be conducted in this manner for the Science streams.
5. However, in few courses where less number of students and bigger classrooms are available, 100% students can be called for classes.
6. It is advised by few HODs to manage the working hours by calling the students to the campus during the non peak hours to avoid the crowd considering the safety issues; which will be only possible at the early hours of the day (i.e. 8 am – 2 pm).
7. Schedule will be prepared for recording video lectures of faculty members in the University Studios during the months of July and August to enrich LMS and digital library.

D. Admission for new session

1. It is informed that the online registration for admission for new session is open.
2. Faculty members are requested to disseminate the information through various means.
3. For the courses where entrance test is mandatory for admission, as per the statutory bodies, test will be conducted either in online or offline mode (if situation permits) which will be intimated at a later date.

E. Formation of Committees

1. COVID-19 Health Advisory Committee

This committee will be constituted to monitor the health related issues and its precautionary measures in context to COVID-19. The committee will also frame the action plan for health measures during examination and next academic session.

Chairman : Dr. Habibul Islam (MBBS, MD), Dean, School of Allied Health Sciences

Chief Convener : Dr. J. Bordoloi (MBBS, MD), Chief Medical Officer, USTM

Convener : Dr. Pooja Choudhury (MPT), Head, Dept. of Physiotherapy

Coordinator : R. James (M.Pharm), Asst. Professor, School of Pharmaceutical Sc.

Members : Dr. Dipankar Dutta, Asst. Prof., Dept. of Zoology
Dr. Nitu Borgohain, Asst. Prof., Dept. of Physics
Dr. Sony Kumari, Asst. Prof., Dept. of Applied Biology
Dr. Lalit Saikia, Asst. Prof., Dept. of Earth Sciences
Dr. Alpana Choudhury, Director, Students' Affairs
Mr. Shamim Goney, Dy. Registrar (Admin)

2. e-Learning Management Committee

This committee will work on the delivery system of online teaching-learning through a feasible and hassle free mechanism. The proposed members are :

Chief Convener : Mr. Shamim Goney, Dy. Registrar, USTM

Convener : Mr. Gautam Gogoi, Asst. Prof, Dept. of Library & Information Sc.

Coordinator : Mr. Rizaul Karim Ahmed, Asst. Prof, Dept. of Zoology.

These committees will further take help of other selected faculty members and administrative officials.

F. Other Observations/suggestions

1. Notification was earlier issued by the Controller of Examinations to submit Question banks by the faculty members within 10th April, 2020 which in turn would help in conducting the semester end examination in a swift manner, once the situation becomes permissible. However the response from faculty is very poor. Hence, the HODs are requested to expedite the same under their supervision.
2. Most of the departments had conducted the 1st Sessional test before the lockdown except the Department of Zoology and few papers from Department of Physics.
3. HODs have to verify the internet connectivity issue of the specific students from their phone numbers/location and submit the precise list of such genuine students who are really facing problem for online classes and test, to the authority by 30th May, 2020 with the percentage of such students batch wise.
4. The HODs were finally asked to submit all kinds of departmental decisions and suggestions to the University authority for necessary endorsement.

N.B. : Another meeting will be held after the completion of course syllabus and Sessional tests by the end of June, 2020 to review the situation for conducting Remedial class/Practical class as well as the semester end examination.

All the HODs are hereby requested to comply with the above advisory.

Sd/-

Registrar

Copy to :

1. P.S. to the Chancellor
2. P.S. to the Vice Chancellor
3. Controller of Examinations
4. All Deans
5. All HODs
6. OSD
7. Office file

Registrar