



SMU SIKKIM MANIPAL UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

CONVENING ORDER

REDRESSAL OF GRIEVANCES PERTAINING TO ACADEMIC AND EXAMINATION RELATED ISSUES DURING COVID-19 PANDEMIC

1. In compliance with University Grants Commission Letter No. 1-1/2020/ (Secy) dated 10 May 2020, the University has established a Grievance Redressal Committee of COVID-19 Pandemic as under with the following nominated members:

(a) Core Committee

- (i) Prof (Dr) K.S. Sherpa, Registrar, SMU.
- (ii) Prof (Dr) Sangeeta Jha, Asso Director (Academics), SMIT.
- (iii) Prof (Dr) Sanjiba Dutta, Asso Dean (Academics), SMIMS.
- (iv) Prof (Dr) G.C. Mishra, DCE (Technical), SMIT.
- (v) Prof (Dr) Luna Adhikary, CE (Medical), SMIMS

(b) Unit Coordinators

- (i) Prof Mridula Das, Principal SMCON.
- (ii) Prof (Dr) Nikita Joshi, Principal SMCPT.
- (iii) Prof (Dr) P.K. Mitra, Prof & Head, Medical Biotechnology
- (iv) Mr. Madan Chettri, Coordinator H&SS
- (v) Ms. Rinchen Gensapa, Academic Coordinator, Hospital Administration

2. The Core Committee members and the Unit Coordinators may be contacted in case of any query/grievances pertaining to academic and examination related issues during the Covid-19 period through the common email given in para 3 below.

3. Common email id for Covid-19 for clarification of queries pertaining to Redressal of Grievances related to COVID-19 Pandemic is Covid19examgrievance@smu.edu.in.

045/SMU/REG/CO/07/2020

Date : 15 May 2020

To

All concerned

Copy to:



(Prof (Dr) K.S. Sherpa)
Registrar

Office Copy

**Standard Operating Procedure for Conduct of Even
Semester / Year / Ph.D. Course Work University
Examination Academic year 2019-2020 During Covid
19 Pandemic**

(As per UGC Guidelines vide D.O. letter no. F.1-1/2020 (Secy) dated 29 April 2020 on the subject "UGC Guidelines on Examination and Academic Calendar in view of COVID-19 Pandemic for academic year 2019-20") – Applicable for SMIT/SMCPT/H&SS/MHA/Medical Biotechnology/Ph.D. Course Work

Preamble

Based on the directives from the State and the Central Government for the closure of all academic institutions and UGC directives of conduct of online examination during this Covid 19 pandemic, SMU has drafted the standard operating procedure on conduct of theory and practical examination of units / departments governed by UGC / AICTE. Hols / Principals / Unit Head / Coordinators shall comply and abide by this SoP.

1. Pattern of Examination for Terminal Semester / Year / Course work (Ref. UGC guidelines on Examination: point 1, and 2; page 5):

- (a) Online examination for terminal semester/year/ Ph.D. course work will be conducted.
- (b) MCQ pattern of examination will be conducted for theory examination.
- (c) The examination will be of 50 marks/40 marks (which ever applicable as per the course) and the duration has been reduced to 2 hours per session.
- (d) The theory marks of 50/40 will be doubled to 100/ 80 during processing of the result *wherever applicable*.
- (e) Supplementary examination will be held only for final year students of all courses of Majhitar Campus (in view of facilitating award of Degree) and pre-final year B. Tech students (current sixth semester for facilitating



placement). The examination will be of MCQ type of 2 hours duration and will be conducted online.

- (f) Courses with theory papers in terminal semester/year/course work are BCA, BBA, MBA, MSc, BA, B Com, M Com, Integrated MSc Biotechnology, BPT, MPT and Ph.D.
- (g) For MBA and BBA courses, 50% assessment will be based on MCQ and 50% will be a case study based in subjects possible. Head of the Department will identify the subjects where such mixed type of assessment will be carried out.
- (h) The theory paper of terminal semester/year/course work of Department of Humanities and Social Sciences, Integrated MSc Biotechnology, BPT, MPT and Ph.D. will be conducted as stated above.
- (i) Faculty to prepare 4 sets of question papers with answer key in the required format (to be shared by examination section).
- (j) Absolute grading will be followed for this semester for all subjects including Ph.D. course work. The window of various passing grades as follows: E (≥ 35 , < 45), D (≥ 45 , < 55), C (≥ 55 , < 65), B (≥ 65 , < 75), A (≥ 75 , < 85), S (≥ 85).
- (k) For annual system, regular grading system will be followed.
- (l) However, examination for MPT course will be conducted through offline / online depending on the prevailing situation.

2. Mode of Examination (Ref. UGC guidelines on Terminal Semester / Year / Course Work Examination: point 3; page 5):

- (a) Examination for theory papers will be conducted through online using in-house software.
- (b) Digital proctoring and remote monitoring will be carried out during the conduct of examination.



- (c) Online invigilation of examination will be carried out by the faculty member as assigned by the DCE(T)/DCE(M)/CTTO.

3. Applicability of online examination (Ref. UGC guidelines on Examination point 4; page 5):

- (a) The pattern and mode of examination described above will be applicable to terminal semester/year/course work for UG/PG/Ph.D. courses.
- (b) The examination for BCA, BBA, MBA, MSc, BA, B Com, M Com, Integrated MSc Biotechnology, BPT, MPT and Ph.D. courses will be conducted as described above.
- (c) The **online examination schedule / revised academic calendar** for even semester / year for Tadong campus (less SMIMS & SMCON) and Majhitar campus are enclosed in Annexure 1 & 2.

4. Grading for intermediate semester/ year students (Ref. UGC guidelines on Examination, point 5; page 5 &6):

Students from different states study in the University and most of the students are not in the University campuses at present. Due to the uncertainty of the prevailing Covid 19 pandemic, the intermediate semester/year students will be graded as follows:

- (a) 50 % of the marks will be based on the pattern of internal evaluation and 50% marks will be awarded on based on the performance in previous semester (if available).
- (b) In situations where previous semester/year marks are not available, (for students with "DT", "I", or "MP" grades in any theory papers in previous semester), 100% evaluation may be done on the basis of internal assessment. ("DT"- means student was not allowed to appear in the examination due to shortage of attendance, "I" means student fulfils the attendance requirement but remained absent in semester/year



examination, and "MP" means end semester paper was cancelled due to malpractice). The same will be applicable to first year students with no previous semester / year marks.

- (c) A grading scheme is demonstrated in Annexure 3 for semester based courses.
- (d) Absolute grading will be followed for this semester for all subjects. The window of various passing grades as follows: E (≥ 35 , < 45), D (≥ 45 , < 55), C (≥ 55 , < 65), B (≥ 65 , < 75), A (≥ 75 , < 85), S (≥ 85).
- (e) A grading scheme is demonstrated in Annexure 4 for annual based courses.
- (f) For annual system, regular grading system will be followed.
- (g) If the student wishes to improve the grades, he/she may appear in special examination for such subject(s) during the next odd semester or during the supplementary examination in next odd semester. For the students belonging to the annual system, special examination will be conducted in the mid of the next academic year or during the regular examination of the next year. *However, the students to note that only one special examination for improvement of grades will be allowed.*
- (h) In addition to the courses mentioned in point 1, intermediate semesters of BSc Medical Biotechnology and Master of Hospital Administration will also be graded as stated above.

5. Conduct of Practical Examination (Ref. UGC guidelines on Examination: point 11; page 7):

- (a) Students have already conducted 60-70% experiments before the lockdown was imposed.
- (b) Students are continuously evaluated throughout the semester / year for each experiment.
- (c) The end semester / year practical examination viva voce for terminal semester will be conducted through MS



Team or Skype or meeting apps. The students may be asked the procedure of performing certain experiments during the viva voce.

- (d) For intermediate semesters, practical examination will be conducted through MS Team / Skype / meeting apps / physical presence of students depending on the prevailing situation. Virtual Labs / coding may be used by Departments *wherever feasible*.
- (e) Dissertation / project work of M.Com will be conducted with online presentation through skype, MS teams or other mode which seems feasible.
- (f) **Schedule for practical examination/revised academic calendar** for even semester is enclosed in Annexure 1 & 2.

6. Carrying forward papers/practical (Ref. UGC guidelines on Examination point: 6 (i); page 6):

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

7. No detention /year back due to papers/practical (Ref. UGC guidelines on Examination (point 6 (i); page 6):

- (a) All the students of intermediate semesters/years in all the courses will be promoted to next higher semester with carry forward scheme mentioned above.
- (b) The grading of intermediate semester will be done as per point 4 above.

8. Grade improvement (Ref. UGC guidelines on Examination: point 5; page 5 and point 6 (ii); page 6):



Students of the intermediate semesters who got passing grade in theory subjects but wish to improve their grades will be allowed to improve their grades by offering one additional opportunity as special examination to appear for the current semester/year papers during the next odd semester or during the supplementary examination in next odd semester. For the students belonging to the annual system, special examination will be conducted in the mid of the next academic year or during the regular examination of the next year. *However, the students to note that only one special examination for improvement of grades will be allowed.*

9. Additional grace period (Ref. UGC guidelines on Examination: point 6 (ii); page 6):

The period for improvement of grades will be kept till the special examination is held as stated above.

10. Reflection of grades earned in even semester/year during Covid pandemic:

- (a) For terminal semester/year/course work, the grade obtained by the students in the online examination will be reflected in the grade card.
- (b) For the intermediate semesters/ years, students who do not opt for the improvement of grade, their grades will be reflected in the grade card as awarded as per point 4 above.
- (c) However, for the students who opt for the improvement of grade, their grades will appear in the grade card after they appear in the special examination conducted by the University. The higher grade between the two will be awarded to the student.

11. Modalities for terminal semester/year/course work (Ref UGC guidelines on Examination: point 7; page 6):



- As per point 1, 2, 3 and 5.

12. **Attendance requirement: (Ref. UGC guidelines on Examination: point 9; page 6):**

For calculation of attendance percentage, the lockdown period will be treated as “*deemed to be attended*” by all the students.

13. **Assessment of dissertation/project evaluation (Ref. UGC guidelines on Examination: point 10; page 6):**

- (a) For students who have completed 16 weeks (B.Tech) or have completed the project in all respect, their evaluation will be done through skype/MS Team.
- (b) For students who have not completed 16 weeks (B.Tech) or have not completed the project in all respect, may undertake appropriate online course to fulfil the shortfall wherever possible. Students, who are carrying out projects on topic requiring laboratory experiment, may be assigned some review based/secondary data bases or software driven projects to complete the requirement.
- (c) Further, the students of terminal semester of Master of Hospital Administration will be evaluated based on their project through Skype/MS Teams.

14 **Information to the students regarding online examination (Ref. UGC guidelines: point 8, page 6):**

The students appearing for the terminal semester/year examination will be informed at least one week before the due date of examination.

15 **Internships**

Various options for completion of internships as per UGC guidelines are being stated as follows:



- (a) Students will be allowed to take up 'online internships / activities' including the activities that can be carried out digitally or otherwise from home
- (b) Students will be engaged to work as interns on ongoing projects.
- (c) Start date of internship may be delayed, if applicable.
- (d) Period of internship may be reduced by clubbing with assignments etc., *if applicable*.



Annexure – 1 (for Majhitar Campus)

Academic Calendar (in view of COVID-19) (Even Semester, 2019-2020)

Date	Event	Other details
31 May 2020	All internal examinations for theory subjects (Quiz, Sessional/Re-sessional, Assignment) and submission of mark, Lab internal mark submission (based on lab experiment already carried out) for all, terminating as well as intermediate semesters	Sessional exam: 15 marks MCQ OR Open book assignment of at least three problems of 5 marks each.
1 June – 15 June 2020	Mini project and lab viva voce of all, terminating as well as intermediate semesters	Through MS team/skype
18 May – 15 June 2020	Major project evaluation	Through MS team/skype
25 June	Publication of result of terminating semester for courses with only projects in terminating sem.	
16 June – 30 June 2020	Semester exam (Theory) for terminating semester / Ph.D. course work	50 marks MCQ of 2 hours duration online and Case study wherever applicable.
30 June 2020	Last date of Application for Supplementary examination (only backlog Theory subjects till previous semester, both odd and even semester for final year students of all courses and current 6 th semester students of B. Tech)	Only final year of all courses and current 6 th semester students of B. Tech (those students who are in a position to appear online) should apply.
8 July 2020	Publication of result of final semester (Courses for which exam was held during 16-30 June 2020)	
15 July – 7 August 2020	Supplementary Examination (only backlog Theory subjects till previous semester, both odd and even semester for final year students of all courses and current 6 th semester students of B. Tech)	50 marks MCQ of 2 hours duration online
31 July 2020	Publication of result of intermediate semester	
1 August 2020	Commencement of Odd semester classes (for higher semesters of all courses)	
20 August 2020	Publication of result of Supplementary examination	
1 September 2020	Commencement of classes for 1 st semester of all courses	
Dates to be decided on arrival of students in the Campus post COVID suspension.	Special Examination for improvement of grades for intermediate semester theory papers only for which students were awarded grades, based on the current internal and previous semester performance.	Mode to be decided later.



Annexure – 2 (for Tadong Campus)

Academic Calendar (in view of COVID-19) (Even Semester, Academic year 2019-2020)

Terminal semester/year / course work examination (theory & practical/project)	15 June to 15 July 2020
Declaration of result of terminal semester/year examination (less BPT)	First week of August 2020
Terminal semester/year supplementary examination (theory & practical/project)	25 September to 25 October 2020
Declaration of result of terminal semester/year supplementary examination	Second week of November 2020



Annexure – 3 (for Majhitar Campus and University Departments of Tadong Campus)

Grading scheme for intermediate semester (Only Theory Subjects)

The cases considered in this sample are the ones without any "DT", "I" and "MP" grades in any of the subjects in the previous semester: Students with such grades in any of the subjects in previous semester, 100% weightage will be given to the current internal mark as suggested.

Reg. No	GPA of immediate previous semester	GPA converted to mark using a factor of 10 as used to convert CGPA to percentage (out of 100)	50% Contribution towards current end semester mark from previous semester performance (out of 25), rounded to 2 places of decimal as an example, to be used for every theory subjects of the current semester [A]	Current internal mark (out of 50) <i>assumed [B]</i>	50% Contribution towards current end semester mark (out of 25) from the current internal mark (rounded to 2 places of decimal as example) [C]	Total End semester mark (out of 50) [D] = [A+C]	Total (out of 100) [B+D]	Grade (Absolute: lower cutoff 35, with 10 marks window) <i>assumed</i>	Grade point	Grading scheme with grade point			
201999900	4.93333	49.333333	12.33	22.2	11.1	23.43	45.63	D	6	35-44	E	5	
201999901	4.6	46	11.5	20.7	10.35	21.85	42.55	E	5	45-54	D	6	
201999902	2.2	22	5.5	9.9	4.95	10.45	20.35	F	0	55-64	C	7	
201999903	6.2	62	15.5	27.9	13.95	29.45	57.35	C	7	65-74	B	8	
201999904	7.8	78	19.5	35.1	17.55	37.05	72.15	B	8	75-84	A	9	
201999905	9.8	98	24.5	44.1	22.05	46.55	90.65	S	10	>=85	S	10	
201999906	6.46667	64.666667	16.17	29.1	14.55	30.72	59.82	C	7				
201999907	7.06667	70.666667	17.67	31.8	15.9	33.57	65.37	B	8				
201999908	7.13333	71.333333	17.83	32.1	16.05	33.88	65.98	B	8				
201999909	4.53333	45.333333	11.33	20.4	10.2	21.53	41.93	E	5				
201999910	2.2	22	5.5	9.9	4.95	10.45	20.35	F	0				
201999911	6.6	66	16.5	29.7	14.85	31.35	61.05	C	7				



Annexure 4 (for Tadong Campus)

Grading scheme for intermediate years of annual system (100 marks papers)

Registration No.	Previous year marks (out of 100)	50% contribution towards current year marks from the previous year performance (out of 40) (A)	Current internal assessment (out of 20) (B)	50% contribution towards current year marks (out of 40) from the current internal marks. (C)	Total Current year marks (out of 80) (A+C=D)	Total marks out of hundred (B+D)
201900001	60	24	15	30	54	69

Grading scheme for intermediate years of annual system (50 marks papers)

Registration No.	Previous year marks (out of 50)	50% contribution towards current year marks from the previous year performance (out of 20) (A)	Current internal assessment (out of 10) (B)	50% contribution towards current year marks (out of 20) from the current internal marks. (C)	Total Current year marks (out of 40) (A+C=D)	Total marks out of 50 (B+D)
201900001	30	12	5	10	22	27

Grading scheme for intermediate years of annual system (150 marks papers)

Registration No.	Previous year marks (out of 150)	50% contribution towards current year marks from the previous year performance (out of 50) (A)	Current internal assessment (out of 50) (B)	50% contribution towards current year marks (out of 50) from the current internal marks. (C)	Total Current year marks (out of 100) (A+C=D)	Total marks out of 150 (B+D)
201900001	60	20	30	30	50	80

