

2.5.3 QM	<i>IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution</i> Write a description in maximum of 500 words File Description (Upload) <ul style="list-style-type: none"> Any additional information Year-wise number of applications, students and revaluation cases 	10
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TEXT

1. The Annexure 1 to [Annexure 2.5.3.A](#), captures the flow chart of the evaluation process at TERI SAS. From the selection of courses (both core and elective) to submission of marks against different components to generation of 'system generated grades' for consideration of concerned faculty, moderation committee and Dean (Academic) and final generation of results, everything is automated. Even attendance records are submitted by the faculty on the portal that calculated the percentage (see [Annexure 2.5.3.B](#) for attendance rule, included in [Students Handbook](#)). Such students are marked Ab. [Academic Calendar](#) includes dates for the following:

- Registration of courses
- System mail regarding final selection of courses by students
- Attendance upload in portal by faculty
- Upload/Display of marks
- System mail to students for short fall of attendance
- Completion of grading and MPEC meetings
- Display of grades

2. [Annexure 2.5.3.C](#) captures various stages of the IT integrated robust assessment process. Some of the salient features:

- The format and weightage of assessments in every course follows a five-stage review process (as a part of syllabi review process; see, entries under 1.4.1 and 1.4.2 for details)
- The format and weightage of assessments as decided by the Academic Council is integrated into the portal. The system does not allow any individual faculty member to make any deviation.
- In case of classroom based written examinations, the procedures, roles and responsibilities of invigilators and students are articulated in the [Students Handbook](#) (also included in the [Annexure 2.5.3.A](#)).

3. Reforms over the last five years:

- TERI SAS adopted the modern forms of assessments since inception, minimizing the need for any major reforms in this area. Nevertheless, we strive for continuous improvement in the assessment systems.
- Linkage between the course objectives and the assessments is clearly articulated in the syllabus of each course leading to improved communication to the students about the process and outcome of the assessments.
- While there has always an emphasis on ethics at TERI SAS, several proactive measures against assessment malpractices have been streamlined. Examples include monitoring of examinations by flying squad and CCTV cameras and increased use of plagiarism checking software for submissions like project reports, thesis, etc. The disciplinary action process ensures fair evaluation of the circumstances before any penalties are meted out. The details are outlined in the [Students Handbook](#).
- In the context of COVID-19 pandemic in 2020, software and protocols for online examinations were set up so that the continuous evaluation process could be carried on smoothly. See, [Annexure 2.5.3.D](#) for all communications made by the Controller of Examinations in this regard. A survey was conducted among the students from April 13 2020 to gauge their comfort in online examinations ([link](#) to Report). The fact of TERI SAS culture enmeshed with IT in every possible way, helped us to complete the semester that started in January 2020 by June 2020 and academic session for the continuing students started on 4th August 2020 ([link](#) to Academic Calendar 2020-21)

Evaluation and Examination Policy**1. Evaluation policy of TERI School of Advanced Studies**

Against the backdrop of a choice-based credit system, the evaluation process in each semester at TERI School of Advanced Studies (TERI SAS) is based on the following principles:

- Decentralized evaluation system
- Continuous evaluation system
- Intensive review of evaluation plans
- Performance in evaluation process is indicated by Cumulative Grade Point Average (CGPA)
- Relative grading system for courses
- Absolute grading system for projects/dissertations
- Five stage moderation and review of the grades

A flow chart of the evaluation process is presented in Annexure 1.

2. Decentralized evaluation system

In general, TERI SAS follows a system of internal examination process following the principle of "those who teach, evaluate" for all the courses at the Masters' and Ph.D. programmes. External examiners may be invited at the discretion of the course instructor.

3. Continuous evaluation system

TERI SAS follows a continuous evaluation consisting of various types of assessments that include, but are not limited to:

- Closed book written examinations
- Open book examinations
- Assignments
- Quizzes
- Presentations
- Field work based assessments
- Lab based assessments
- Viva/Oral examinations
- Group based activities
- Research based term papers
- Reviews of literature

- Projects
- Dissertation

Many of the assessments in each programme, including the projects and dissertations, focus on developing the higher stages of Blooms' Taxonomy of Educational Objectives such as applying, analyzing and generating creative ideas or perspectives.¹

4. Intensive review of the evaluation plan.

The evaluation plan is a part of the syllabi of each course. It includes the components of assessments and their weightages. These are reviewed in at least four stages: the Masters' Programme Executive Committee (MPEC), external experts, Board of Studies and the Academic Council. Once finalised, these are incorporated into the University Management System (UMS). Instructors cannot change this evaluation plan.

5. Grading system

- The evaluation of courses generally follows relative grading system. In this system, the performance of a student is based on the rank in the class.
- The evaluation of projects and dissertation generally follows an absolute grading system. Grades may be awarded on the discretion of the project/dissertation advisor(s) based on continuous evaluation during the semester, a final report/dissertation/thesis, and a final presentation to experts, including, wherever possible, an outside expert. The weightage given to performance and regularity in meetings and mid-term evaluation/presentation will be restricted to 40%. The grades may be based on the rubric provided in Annexure 2.
- The grades that can be awarded along with their equivalent numerical points are given below.

Letter grade	Grade point	Performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below average
D	4	Marginal
F	0	Very poor
I	-	Incomplete
W	-	Withdrawn

¹ Bloom, B. S., Englehart, M. D., Furst, E. J., Hill, W. H., & Krathwohl, D. R. (1956). *The Taxonomy of educational objectives, handbook I: The Cognitive domain*. New York: David McKay Co., Inc.

Ab.	-	Absent
NC (Pass)	0	Audit course pass
NC (Fail)	0	Audit course fail

- d. The minimum passing grade is D. A student does not earn any credits in courses where s/he gets F grade. S/he has to repeat all such courses until a passing grade is obtained. Thus, F grade may result in an increased period of stay in order to complete the requirements for the degree. All other letter grades represent earned credits. The credits for the courses in which a student has obtained a D or higher grade will be considered as credits earned by the student.
- e. A student is required to meet the minimum attendance requirement of 75% in all courses registered. In case he/she does not, he/she will not be permitted to sit for the final examination and will be awarded an Ab. Grade.
- f. An I grade will be awarded to a student if s/he has not fulfilled all the requirements for the course on account of extraordinary circumstances, subject to having 75% attendance in lectures, tutorials and/or laboratory classes.
- g. The concerned course coordinator should be convinced about the extraordinary circumstances and should verify the attendance from the record before recommending this rarely used option to award an I grade. The I grade awarded will be notified by the Department to which the student belongs, and copies of the notification will be sent to the Academic Section and to the course coordinator concerned.
- h. The I grade will be converted into a proper grade and sent to the Academic Section within 10 days from the date on which all the assessments/evaluation processes are completed.
- i. In special situations arising due to extraordinary circumstances, the period of conversion of I grade may be extended to the first week of the next semester, with the approval of Dean on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs. The request has to be made sufficiently in advance.
- j. 'NC (Pass)'/ 'NC (Fail)' grades are awarded in an audit course. Students do not earn credits in audit courses; they are only awarded a "pass" or "fail" grade, which a student may register for on a pass/fail basis. These grades are not considered in the calculation of SGPA (Semester Grade Point Average) or CGPA (Cumulative Grade Point Average).

6. Calculation of SGPA and CGPA

The performance of a student will be represented by two indices: SGPA and CGPA.

CGPA is the grade point average for all the completed semesters.

$SGPA = \text{Total of (course credits} \times \text{grade points) / Total of (course credits)}$

$CGPA = \text{Total of (course credits in passed courses} \times \text{grade point) / Total of (course credits in passed courses)}$

While computing SGPA, all the registered credits are taken into account, whereas for computing CGPA, only the earned credits are considered. The following example illustrates how this is done.

First semester

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	C+	5	30
2	4	C	4	20
3	4	A+	4	40
4	1.5	B+	1.5	12
5	4	B	4	28

Credits registered = 18.5

Earned credits = 18.5

$SGPA = (\text{Points secured in the semester}) / (\text{Credits registered}) = 138 / 22.5 = 6.13$

CGPA: Not applicable

Second semester

Course No.	Course credits	Grade awarded	Earned credits	Points secured
1	5	D	5	20
2	5	F	0	00
3	4	B	4	28
4	1.5	C+	1.5	09
5	4	A	4	36

Credits registered in this semester = 19.5

Earned credits in this semester = 14.5

Cumulative earned credits = 33.0 (first + second semester)

$SGPA = (\text{Points secured in the semester}) / (\text{Credits registered}) = 93 / 19.5 = 4.75$

$CGPA = (\text{Points secured in passed courses}) / (\text{Cumulative earned credits}) = (130 + 93) / (18.5 + 14.5) = 223 / 33 = 6.75$

7. Terminal Assessment

Every Head of Department/Programme Coordinator is required to give the date sheet of terminal assessments of all courses in their department/programme to the exam section at least ten days before the start of examinations as per the academic schedule of TERI SAS. The terminal assessment may include written examinations or any other form of assessment.

8. Guidelines for Conduct of Terminal Written Examinations

- a. In case of written examinations, every Head of Department/Programme Coordinator is required to give the list of invigilators and backup invigilator for any emergency for all the examinations of their programme to the examination branch. This is to be submitted along with the examination date sheet. They also have to provide information about any extra logistical help they may require, (for example lab or power cords, etc). This is to be submitted along with the examination date sheet at least ten days before the start of the examinations.
- b. Any change in the name of invigilator(s) is to be brought to the notice of examination branch at least two days before the examination date of that course.
- c. The Head of Department/Programme Coordinator/faculty are required to send their question paper to the examination branch at least 5 days before their scheduled exam so that these may be checked for errors by the examination cell, photocopied and kept in sealed envelopes which would be handed over to the concerned faculty member 15 minutes before the commencement of their respective exam. The course coordinator is requested to mention clearly
 - i. Whether it is an open-book or closed book exam;
 - ii. Which teaching notes and materials a candidate can carry;
 - iii. Any other relevant instruction she/he intends to share.
- d. The invigilator of the examination would collect all the answer sheets and attendance sheet after the completion of the exam. The faculty is required to evaluate the answer sheets and submit grades to the MPEC within the timeframe specified in the academic calendar. The faculty/course coordinator will then submit the answer sheets to the examination branch, after showing them to the concerned students, for records. In case the answer sheets are to be examined by external faculty, the course coordinator is responsible for making necessary arrangements to get these evaluated by the external faculty members and show these answer sheets to students. After the specified date, these answer sheets are to be submitted back to examination branch.
- e. Answer sheets are stored for a period of 5 years as per UGC regulations.

9. Eligibility & Responsibility of Invigilator for Examination

- a. Under normal circumstances course faculty/course coordinator is expected to act as the invigilator for her/his examination. In specific cases where the course faculty/course coordinator is not available, the Head of Department/Programme Coordinator is required to depute another faculty/research scholar from her/his department to perform the duty of invigilation.

- b. The course coordinator may be assisted by other faculty members or research scholars or teaching assistants but the responsibility of smooth conduct of the examination would remain with the course coordinator.
- c. Invigilators should adhere to the starting time of the exam. In case the duration of an exam is less than 3 hours duration, then be completed earlier than the designated end time, but the exams have to begin on time.
- d. The invigilator is responsible for the conduct of the examination. If s/he notices any occurrence of use of any unfair means, s/he is authorized to take strict action against the students. In case of serious breach of the code of conduct, the invigilator may report the event to Controller of Examination/Deputy Controller of Examination immediately.

10. General instructions for the students regarding written examinations²

- (a) The students shall occupy the seats allotted to them by the concerned Invigilator. If no such allotment is made, there shall not be in any circumstances more than two on a desk.
- (b) Any student arriving more than 30 minutes late shall not be generally allowed to sit for the examination. However, the concerned invigilator(s) shall decide on the merit of a particular case.
- (c) Students are not permitted to leave the examination hall during the examination period. However, in a very exceptional case, if the faculty invigilator allows such leave; a candidate not returning within 3 minutes shall be liable to cancellation of her/his paper.
- (d) In case of a closed-book exam, there shall not be anything other than pens, pencils, eraser, and a scientific or normal calculator, ruler in an examinee's possession. It is to be noted that all books and notes and electronic gadgets including cell-phones, i-pads, i-pods, tablets, laptop and the like are to be deposited in an earmarked space.
- (e) If calculators are permitted, only one calculating device that is not a part of any other gadget shall be allowed.
- (f) If calculators are permitted, students shall use only her/his own device. No sharing shall be allowed.
- (g) In case of an open-book test, in addition, a candidate shall be allowed only the books and notes the faculty would have specified for the purpose.
- (h) Every candidate shall observe silence, decorum and abide by the instructions given by the faculty on invigilation during the examination.
- (i) Talking or discussing among themselves or sharing answers/hints in any form shall be punishable and will lead to disciplinary action.
- (j) Mobile phones are not allowed in the examination hall. Students have to switch off the mobile and submit it to the invigilator or put in the bags. Mobile phones should not be available with students or on their respective desk.
- (k) Internet access is not allowed during examination time.

² These instructions are subject to change at the discretion of the course coordinator or Controller of Examinations.

- (l) Anything in the candidate's possession other than that allowed, or violation of any of these instructions, might lead to cancellation of the paper. In such cases, the invigilators' report shall constitute the exclusive evidence for judgment.

11. Moderation of grades and declaration of results

- a. The results of the students go through five stages of scrutiny before they are published – MPEC, the Dean (Academic), the Examination Cell, the Controller of Examination and the Registrar.
- b. After the assessment outcomes and feedback is shared with the students, the marks are uploaded by instructors to the TERI SAS portal for grade moderation and review process.
- c. Moderation of grades takes place at two levels – the MPEC (programme level) and the Dean (Academic) (TERI SAS level).
- d. The entire process of submission of grades by the faculty and moderation takes place online via the UMS and portal systems and then the grades are submitted to the examination cell.
- e. The examination cell checks for any inconsistencies/errors forwards the grades for review and approval by the Controller of Examination and Registrar.
- f. The results are then released to the students via the portal.

12. Policy and Procedure for Student Appeal of the Final Course and Project Grade

a. Purpose and scope of the final grade appeal policy

The purpose of the final grade appeal policy is to establish a fair procedure for settling cases involving contested final grades assigned in the courses or projects. However, this applies only to the final grade of a course or project, and does NOT apply to the marks/grades assigned for specific components of the courses or projects (i.e. assignments, presentations, tests etc). This also does NOT apply to any grade changes done as a result of disciplinary action against the student.

Appeals for review of more than one grade must be applied for on separate applications. Each application would need to be accompanied by the requisite fee.

b. Time-frame for grade appeal

All final grade appeals must be initiated by the student within 3 working days of the grade display.

c. Procedure for grade appeal for a course

The award of a grade for the performance of a student in a course is the prerogative of the course faculty-in-charge. A grade given by the faculty member may be changed only by that faculty member. In exceptional cases, it may be changed by the Dean (Academic), on the recommendation of the MPEC.

The student should contact the Registrar office to ensure that there is no input error. In case no input error is found, the student may meet the concerned faculty-in-charge to initiate the informal procedure.

Informal process:

The student who believes that s/he was given an improper grade, must meet the concerned faculty member, within 3 working days of the grade display, to review her/his grade if s/he believes that there was an error while totalling marks of various components (e.g. tests, assignment, field reports etc.) of the course.

The informal process must be carried out face-to-face. However, if the faculty member is not available in the office, the discussion between the student and faculty may take place through email or phone, if suggested by the faculty member.

Formal process***Application to Dean (Academic)***

If the student is still dissatisfied over her/his final grade, s/he may apply for a formal procedure of grade review to the Dean (Academic). This must be done within 5 working days of the grade display.

The formal application for final grade review must be done as a signed written request and must include a statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him.

The Dean (Academic) will review the matter by holding meetings with the student and concerned faculty member individually, and will:

Communicate the decision to the student within 7 working days, OR

Refer the matter to the MPEC for a review, and thereafter take a decision based on the recommendation, within 7 working days.

Review by the MPEC

When the Dean (Academic) refers the matter to the MPEC for a review, s/he would pass-on on the points relevant to the case, to the chairperson of the MPEC, who in turn, after the meeting, would communicate the recommendation of the MPEC, in writing, to the Dean(Academic).

In normal circumstances, the faculty-in-charge of the course must attend the MPEC meeting.

Decision of the Dean (Academic)

The final decision of the Dean (Academic) will be communicated to the faculty-in-charge for retention/change of grade. This will then be communicated to the Registrar's office.

d. Procedure for grade appeal for a project/thesis/dissertation

The awarding of grade for the performance of a student in a project/***thesis/dissertation*** is the prerogative of the Master's Programme Executive Committee (MPEC). A grade given by the MPEC may be changed only by the committee.

If the student is dissatisfied over her/his final grade in a project (Minor or Major) or thesis or dissertation, the student should contact the Registrar office to ensure that there is no input error.

In case no input error is found, the student may meet the Project Coordinator /HoD to initiate the informal procedure.

Informal process

The student who believes that s/he was given an improper grade, must meet the concerned faculty in-charge, that is, the project coordinator or thesis coordinator or programme coordinator or Head of the Department, within 3 working days of the grade display, to review her/his grade and to find out if there was any error while calculating marks of various components (e.g. presentation, written report etc.) of the project.

The informal process must be carried out face-to-face. However, if the concerned faculty in-charge is not available in the office, the discussion between the student and faculty in-charge may take place through email or phone.

After hearing the case of the student, the faculty in-charge will discuss the issue with the concerned evaluation committee and the supervisor. The faculty in-charge will communicate the decision to the student within 3 working days.

Formal process

Application to Dean (Academic)

If the student is not satisfied with the outcome of the informal procedure, s/he may appeal for a formal review of the final grade to the Dean (Academic).

The formal application for final project/thesis/dissertation grade review must be done as a signed written request and must include a written statement from the student providing evidence that supports the argument that a fair evaluation method has not been used while assigning the final grade to her/him. This must be done within 5 working days of the grade display.

The Dean (Academic) will review the matter by holding meetings with the student and faculty in-charge/Programme Coordinator/HoD, and will: -

Communicate the decision to the student within 7 working days, OR

Set up an *ad-hoc* grade review committee, to review the grade.

e. Ad hoc Final (project) grade review committee

The review committee will consist of:

- (i) Dean (Academic) - Chair
- (ii) Two faculty members from the same discipline*
- (iii) One faculty member from another discipline*

(*These faculty members will be other than those who evaluated the project or were associated with the project in any way)

The committee will review the documents and evidence provided by the student and the faculty in-charge. The committee may request the student, supervisor or any of the evaluation committee members to present their case in front of the committee, if required. The committee will give its decision within 7 working days of the appeal.

f. Decision of the review committee

The decision of the Review Committee will be communicated by the Dean (Academic), to the Chairperson of the MPEC, who may, if required, call a meeting of the MPEC and retain/change the grade. This will then be communicated to the Registrar's office.

g. Final grade after review

The grade awarded after the review process will be taken as final, and cannot be appealed against. This would include situations where grades may be lowered as a result of the review.

h. Fee for review

Students applying for the formal procedure for review of a grade awarded must submit a fee of Rs 1000/- along with the application. For appeals against more than one grade, each appeal is to be applied for separately, each accompanied by a fee of Rs 1000/-.

13. Malpractices during examinations and assessments

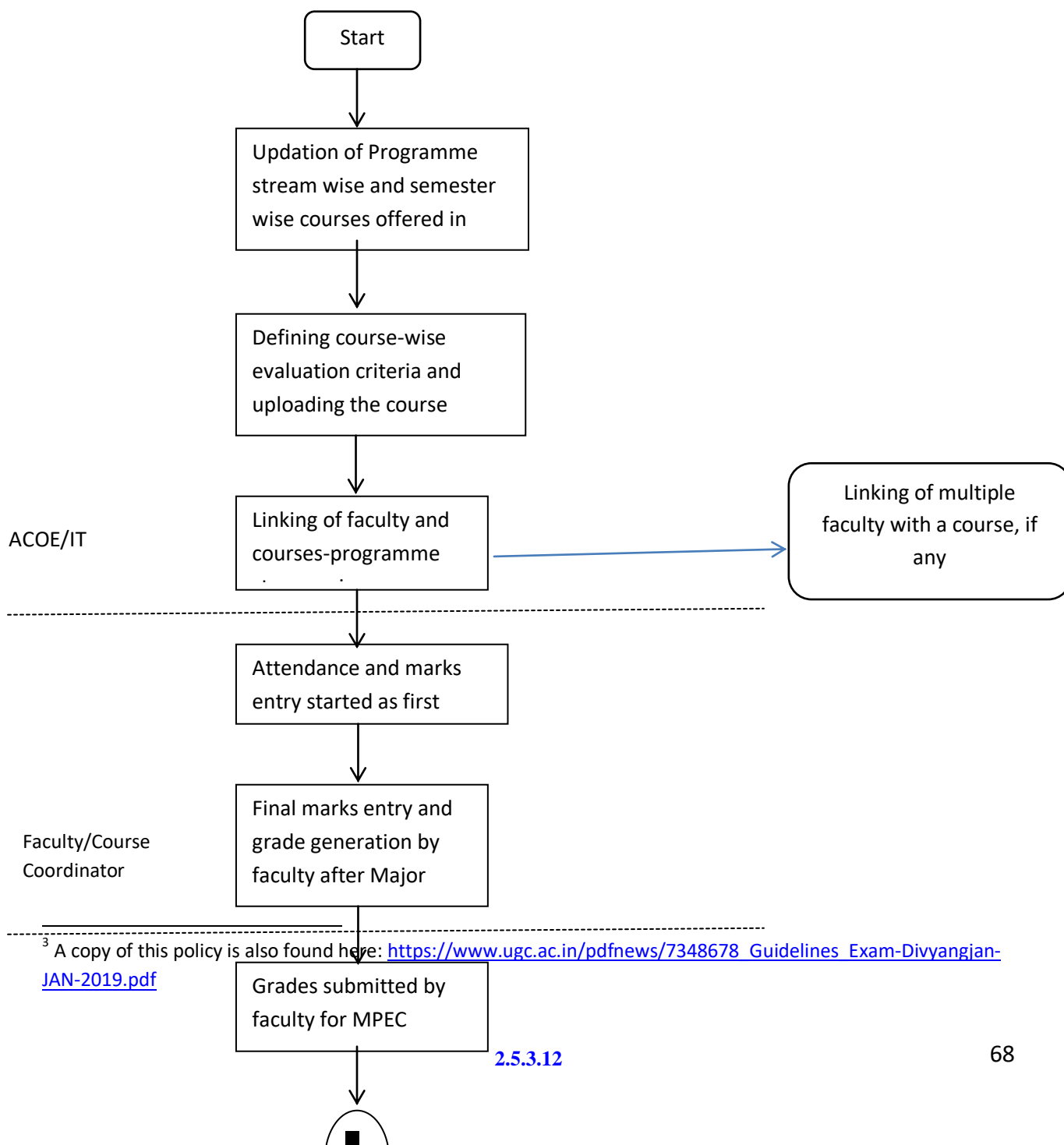
- a. Several measures are undertaken to prevent malpractices during examinations and assessments, including but not limited to, stringent rules and regulations during conduct of examinations, CCTV monitoring, surprise inspections and plagiarism checking, as applicable.
- b. The invigilator is responsible for the conduct of the examination. In case of any proven academic or behavioural misconduct during the examination, s/he is authorized to take strict action against the students. All such actions may be noted in the MPEC meeting and a copy shared with the Controller of Examinations, Deputy Controller of Examination and Dean (Academic) for records.
- c. In case of serious breach of the code of conduct, the invigilator or any faculty member (including guest faculties) may formally report the event to Dean (Academic) with a copy to Controller of Examination/Deputy Controller of Examination immediately.
- d. The complaint will be heard and adjudicated on the basis of the rules and regulations of the TERI SAS Student Disciplinary Committee except for cases of suspected plagiarism, which will be adjudicated on the basis of UGC notification No. F. 1-18/2010(CPP-II) dated July 23, 2018 by the appropriate Institutional Academic Integrity panel in accordance with the guiding principles of the TERI SAS Institutional Academic Integrity Panel(IAIP).

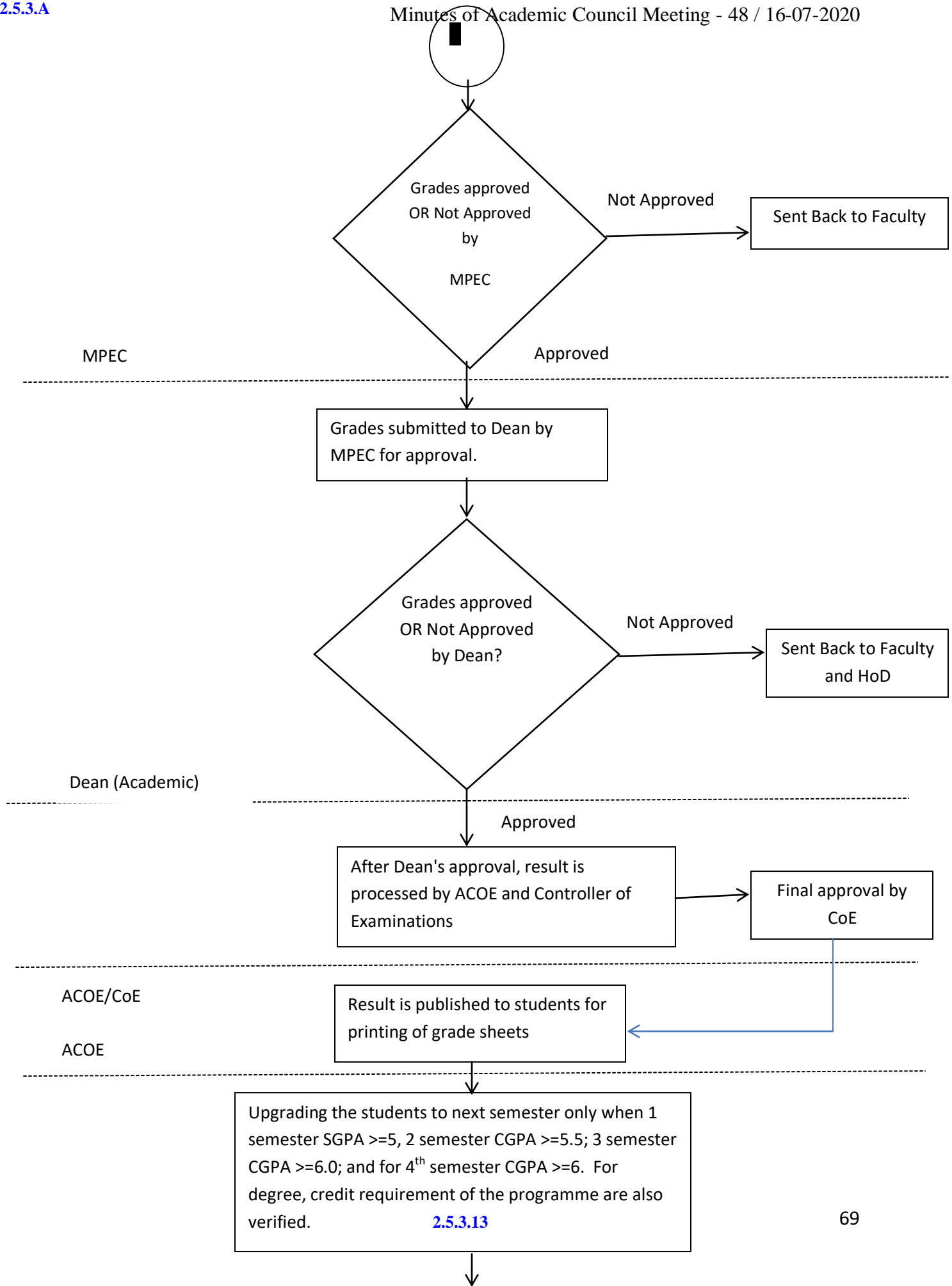
14. Examinations for persons with benchmark difficulties

Any such examinations will be conducted in compliance with the "Guidelines for Conducting Written Examinations for Persons with Benchmark Difficulties" as outlined in O.M.No.34021201s-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities. The details are in Annexure 3.³

Annexure 1

Flow Chart of Evaluation Process





Annexure 2**Grading Rubric for Projects and Dissertations.**

The following grading rubric is to be used for evaluation of Minor/Major Projects and Dissertations. This rubric may also be adapted for any other assessments if applicable.

A+/A

- The project shows creativity and substantial effort. Either good results have been achieved or there is an explanation and analysis of what went wrong and suggestions for improvements.
- The project report is well written and easy to understand. The technical descriptions are accurate and complete. (Definitions may be given to clarify ambiguities.) Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are labelled and clear. Grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional and organized manner, describing the main highlights and contributions of the project.

B+/B

- The project shows good effort. Acceptable results have been achieved or there is an explanation of what went wrong.
- The project report is reasonably well written. The technical descriptions are accurate and complete, although there may be some ambiguities. Data is presented in an easy-to-understand format (tables and/or graphs). Diagrams are included. Most of the grammar, typing, and spelling errors have been corrected.
- The oral presentation is done in a professional manner, describing the main highlights of the project.

C+/C

- The project shows reasonable effort but produces limited results.
- The project report is submitted but parts of it are not easy to understand. The technical descriptions may be inaccurate or incomplete. Some data or diagrams may be missing. The report includes grammar, typing, or spelling errors.
- The oral presentation is done in a professional manner, but is difficult to follow or does not include significant details.

D

- The project shows a lack of effort and produces poor results.
- The project report is submitted but is difficult to understand. The technical descriptions may be inaccurate or incomplete. Data or diagrams may be missing. The report includes numerous grammar, typing, or spelling errors.
- The oral presentation is done in an unprofessional manner.

F

- The project shows a lack of effort and produces poor results.
- The project report is not submitted.
- The oral presentation is done in an unprofessional manner.

Annexure 3

Refer to University Grants Commission letter No. F.No.6-2/2013tSCT) dated January 2019 on the subject Guidelines for conducting written examination for Persons with Benchmark Disabilities.

6.11 Leave rules

M.Sc., MBA, M.Tech., M.A. and LLM students may be granted leave only in exceptional cases on approval of the Head of the Department/Dean. However, the period of leave would count as absence for the attendance requirements for a course. Leave rules for Ph.D. students is described in Section 9.1.

6.12 Attendance requirements

- A student must attend every lecture, tutorial, and practical class. However, to account for late registration, sickness, or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held.
- A student with less than 75% attendance in a course during the semester, in lectures, tutorials, and practical's taken together (as applicable), will be debarred from taking the final test/examination in the course and will be awarded an Ab. grade.
- In order to maintain the attendance record of a particular course, course coordinators will record attendance in every scheduled lecture, tutorial, and practical class.
- For the purpose of attendance, every scheduled practical class will count as one unit, irrespective of the number of contact hours.
- The course coordinator will consolidate the attendance record for the course (lectures/tutorials and practical's together, as applicable) from the beginning of the semester up to minor test I, from I to test II, and from test II to test III. S/he will put an asterisk against the names of students with less than 75% attendance and send a list to the Registrar office through the Head of the Department. This information will be sent in writing by the Deputy Registrar to the students.

2.5.3.C

Figure1: The weightage of examinations are set up by the UMS on the basis of the Academic Council approved syllabi.

TERI-University Management System - [Weightage]

Entrance Registration Fee Time Table Examination Report Course Control-Info Event Management Check Lists Exit Window

Exam Weightage

Programme M.Sc.
Programme Stream MSc (Economics)
Course Advanced macroeconomics
Semester First

Sr No	Exam Type	Exam	Weightage	Final
1	23	Final Grades	100	<input checked="" type="checkbox"/>
2	39	Mid term exam	30	<input checked="" type="checkbox"/>
3	2	Major exam	70	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Report Refresh Save Close

Figure 2: A screenshot of the faculty portal where the third tab enables access to the gradebooks of the courses.

Welcome **Dr Seema Sangita** | Change Password | Logout

People Search

Faculty Zone

Home Personal Information Examination Reports Placement My Events Project Approval

Personal Information

Dr Seema Sangita
Assistant Professor,
Department of Policy
Studies,
seema.sangita@terisas.ac.in

[Read more](#)

My Courses

Students | Grades | Attendance

MPE 141 - Indian economics and development
Students | Grades | Attendance

MPE 115 - Probability and statistics
Students | Grades | Attendance

MPE 184 - Development economics
Students | Grades | Attendance

Announcements

Welcome to Faculty Zone
From: Registrar
Published on: 11 November

[Read more](#)

[Add Announcement](#)

Academic Event Report

Academic Event Exception

NEW DELHI: Environment experts have

2.5.3.C

Figure 3: Faculty can select the appropriate semester, course and exam type to enter the maximum marks and marks obtained by each registered student.

Figure 4: Faculty enters the final grades in their own faculty portal page. The system then generates grades which may be retained or modified by the Faculty Members.

S.No.	Registration No.	Name	Programme	Semester	Marks	Zscore	Suggested Grade	Grades Accepted	Withdraw
1			MSc (Plant Biotechnology)	Second	41.3	-0.90	C+	C	<input type="checkbox"/>
2			MSc (Plant Biotechnology)	Second	48.05	-0.31	B	C+	<input type="checkbox"/>
3			MSc (Plant Biotechnology)	Second	59	0.64	B+	B	<input type="checkbox"/>
4			MSc (Plant Biotechnology)	Second	66.5	1.30	A	B+	<input type="checkbox"/>
5			MSc (Plant Biotechnology)	Second	39.8	-1.03	C	C	<input type="checkbox"/>
6			MSc (Plant Biotechnology)	Second	48.6	-0.26	B	C+	<input type="checkbox"/>
7			MSc (Plant Biotechnology)	Second	55.8	0.37	B+	B	<input type="checkbox"/>
8			MSc (Plant Biotechnology)	Second	68.5	1.47	A+	B+	<input type="checkbox"/>
9			MSc (Plant Biotechnology)	Second	33.4	-1.56	C	C	<input type="checkbox"/>

*Note: The registration numbers and names of students in this screenshot is hidden to protect the privacy of the students. In the actual portal, registration number and names would be visible.

2.5.3.C

Figure 5: The chairperson of MPEC can see the submitted grades on his/her portal

Faculty Zone

Home | Personal Information | Examination | Reports | Placement | My Events | Project Approval

You Are Here: [Home](#) >> Grade Approval

Grade Approval

Grades pending for Approval/Submission

Course	Exam Name	Status	Faculty	Submitted on
Molecular cell biology - from genes to communities[BBP 114]	January-June 2020	Pending for Approval		10-Jun-2020

[Cancel](#)

Figure 6: MPEC chairperson may access the grades and may approve or modify them in consultation with the MPEC. In case of dissatisfaction with the grades, the grades may be sent back with appropriate remarks.

Faculty Zone

Home | Personal Information | Examination | Reports | Placement | My Events | Project Approval

You Are Here: [Home](#) >> Grade Approval

Grade Approval

Grade Sheet for Molecular cell biology - from genes to communities[BBP 114]

Grades Consolidated View >>

** Average: 51.60
** Standard Deviation: 11.50

S.No.	Registration No	Name	Semester	Zscore	Total Marks	Suggested Grades	Faculty Grades	MPEC Grades	Withdraw
1			Second	1.47	68.50	A+ ▾	B+ ▾	B+ ▾	<input type="checkbox"/>
2			Second	0.30	55.00	B ▾	B ▾	B ▾	<input type="checkbox"/>
3			Second	-1.58	33.40	C ▾	C ▾	C ▾	<input type="checkbox"/>
4			Second	1.30	66.50	A ▾	B+ ▾	B+ ▾	<input type="checkbox"/>
5			Second	0.64	59.00	B+ ▾	B ▾	B ▾	<input type="checkbox"/>
6			Second	0.37	55.80	B+ ▾	B ▾	B ▾	<input type="checkbox"/>
7			Second	-0.26	48.60	B ▾	C+ ▾	C+ ▾	<input type="checkbox"/>
8			Second	-0.31	48.05	B ▾	C+ ▾	C+ ▾	<input type="checkbox"/>
9			Second	-0.90	41.30	C+ ▾	C ▾	C ▾	<input type="checkbox"/>
10			Second	-1.03	39.80	C ▾	C ▾	C ▾	<input type="checkbox"/>

Calculate SGPA/CGPA

Remarks

[Approve](#) [Send Back](#) [Cancel](#)

2.5.3.C

Figure 7: Like MPEC, Dean Academic considers the grades recommended by MPEC or s/he can sent it back to the concerned teacher with a comment.

Grade Approval

Grade Sheet for Minor project[NRE 103]

Grades Consolidated View

** Average: 77.07
** Standard Deviation: 20.49

S.No.	Registration No	Name	Semester	Zscore	Total Marks	Suggested Grades	Faculty Grades	MPEC Grades	Dean Grades	Withdraw
1	2000067MS	Hidden	Third	-0.51	66.55	C+	C+	C+	C+	<input type="checkbox"/>
2	2000068MS		Third	0.49	87.18	B+	A	A	A	<input type="checkbox"/>
3	2000069MS		Third	-0.17	73.54	B	B	B	B	<input type="checkbox"/>
4	2000070MS		Third	0.59	89.20	B+	A	A	A	<input type="checkbox"/>
5	2000071MS		Third	0.52	87.63	B+	A	A	A	<input type="checkbox"/>
6	2000072MS		Third	0.13	79.81	B	B	B	B	<input type="checkbox"/>
7	2000073MS		Third	0.39	85.01	B+	A	A	A	<input type="checkbox"/>
8	2000074MS		Third	-0.41	68.65	C+	C+	C+	C+	<input type="checkbox"/>

Figure 8. Assistant Controller of Examinations oversees the progress of grade approval across stages-- faculty, MPEC and Dean.

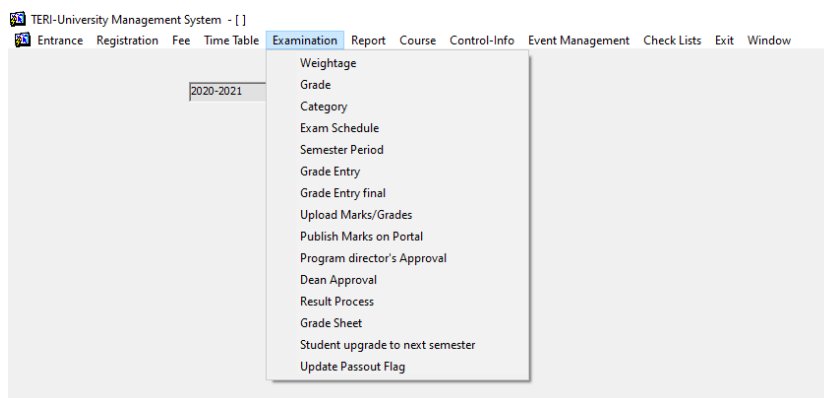


Figure 9: ACoE generates the results once it is approved by the Dean.

TERI-University Management System - [Result Process]

Entrance Registration Fee Time Table Examination Report Course Control-Info Event Management Check Lists Exit Window

Result Process

Session: 2020-2021 Exam:

Programme: Stream:

Semester: Session Value (only for PhD):

2.5.3.C

TERI-University Management System - [ERP TITLE]

Entrance Registration Fee Time Table Examination Report Course Control-Info Event Management Check Lists Exit Window

Program wise consolidated grades

Session: 2020-2021

Semester:

Exam:

Programme Stream:

Student:

Semester Value:

Refresh Report Close

Figure 10. CoE approves the results.

TERI School of Advanced Studies
New Delhi

First semester final grades of M.Sc. (Geoinformatics) - class of 2019

Sr No	Student	Reg. No.	MPE 113	NRE 101	NRE 111	NRE 113	NRG 102	NRG 106	NRG 171	NRG 176	NRG 178	Credits regd 1st semester	Points earned 1st semester	SGPA
			Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade			
			Audit	Audit	Audit	Audit	Audit	Audit	Audit	Audit	Audit			
1	Al	1900128MSG		NC (Pass)	G+	6		B+	8 B+	8 A	9 B+	8	15	118 7.87
2	A	1900129MSG		NC (Pass)	C	5	NC (Pass)	B+	8 A+	10 A+	10 A+	10	15	131 8.73
3	A	1900130MSG		NC (Pass)	B	7	NC (Pass)	A+	10 A	9 A	9 B+	8	15	128 8.53
4	H	1900131MSG		NC (Pass)	A	9		C+	6 B	7 C+	6 C	5	15	99 6.60
5	B	1900133MSG	C	6	NC (Pass)	B	7	A	9 B	7 B	7 C	5	19	127 6.68
6	H	1900134MSG		NC (Pass)	B	7		C+	8 B	7 B	7 C+	6	15	100 6.67
7		1900135MSG		NC (Pass)	C+	6		A	9 A	9 A	9 B+	8	15	123 8.20
8		1900136MSG		NC (Pass)	C	5	NC (Pass)	A	9 B+	8 B+	8 A	9	15	116 7.73
9		1900137MSG		NC (Pass)	C	5	NC (Pass)	C+	6 B	7 C+	6 C	5	15	87 5.80
10		1900138MSG		NC (Pass)	C	5	NC (Fail)	C	5 C+	6 B	7 C	5	15	86 5.73
11		1900139MSG		NC (Pass)	B	7	NC (Pass)	B+	8 B+	8 B+	8 B	7	15	114 7.60
12		1900140MSG		NC (Pass)	B	7	NC (Pass)	A	9 A	9 A	9 B+	8	15	126 8.40
13		1900141MSG		NC (Pass)	B	7	NC (Pass)	C+	6 C	5 B	7 C	5	15	91 6.07
14		1900144MSG		NC (Pass)	C	5	NC (Pass)	C+	6 C+	6 B+	8 B+	8	15	101 6.73
15		1900145MSG		NC (Pass)	B	7		B+	8 A	9 A+	10 B+	8	15	128 8.53
16		1900146MSG		NC (Pass)	C	5	NC (Pass)	B+	8 A	9 B	7 B+	8	15	110 7.33
17		1900147MSG		NC (Pass)	B	7	NC (Pass)	C+	6 B	7 C+	6 B	7	15	99 6.60
18		1900148MSG	NC (Pass)	0	NC (Pass)	A+	10	A+	10 A+	10 A+	10 A+	10	15	150 10.00
19		1900149MSG		NC (Pass)	B	7		A	9 B+	8 B+	8 B+	8	15	119 7.93
20		1900251MSG		NC (Pass)	B	7	NC (Pass)	C+	6 B	7 B	7 C+	6	15	100 6.67

MPE 113 :-Mathematical methods for economics
NRE 101 :-Technical Writing (Communication skills and technical writing)
NRE 111 :-Environmental statistics
NRE 113 :-Applied mathematics
NRG 102 :-Fundamentals of physics
NRG 106 :-Fundamentals of computers and programming
NRG 171 :-Principles of cartography
NRG 176 :-Principles of GIS & GNSS
NRG 178 :-Principles of remote sensing

Seema Sangita, Ph.D.
Controller of Examinations
Dated: 1 January 2020

2.5.3.C

Figure 11: Registrar signs on the printed results after CoE signs

Result Published and Grades upgraded
20/12/19


**TERI School of Advanced Studies
New Delhi**

First semester final grades of M.Sc. (Economics) - class of 2019

Sr No	Student	Reg. No.	MPE 113 Grade	MPE 115 Grade	MPE 121 Grade	MPE 131 Grade	SGPA
			4	4	4	4	
1	Hidden		B	B	B	B+	7.25
2			B+	B+	B+	B+	8.00
3			C+	C+	C+	C	5.75
4			B+	B	A	B+	8.00
5			B+	A	A	A	8.75
6			A	B+	B	B+	8.00
7			B+	B	B+	B+	7.75
8			B	B	C+	B	6.75
9			A	A	A	A	9.00
10			B+	B	B+	B	7.50
11			B+	B+	A	B+	8.25
12			C	D	C	D	4.50
13			C+	C+	B	B	6.50
14			C+	B+	B+	B	7.25
15			C+	C	D	C	5.00
16			C+	C	D	C	5.00
17			B	B+	C+	B	7.00
18			C	C	C	D	4.75
19			C+	B+	C	C+	6.25
20			B+	B	B+	B+	7.75
21			A+	A+	A	A	9.50
22			C	C	C+	C	5.25
23			A	A+	A	A+	9.50
24			B+	C+	B+	B+	7.50
25	Vibhuti Chitkara	1900060MS0	C	C+	C	C	5.25

* Not promoted to second semester

MPE 113 :-Mathematical methods for economics
MPE 115 :-Probability and statistics
MPE 121 :-Macroeconomics
MPE 131 :-Microeconomics


 Capt. Pradeep K Padhy (Retd.)
 Registrar
 Dated: 26 December 2019
 30

2.5.3.C

Figure 11 After the grades are announced, the students can access them in their student portal

The screenshot shows the 'Student Information System' interface. The top navigation bar includes links for Home, My Information, Fees Schedules, Announcements, Exam Results (highlighted), Project, Placement, and Social Media. Below this, there are four numbered buttons for Semesters 1, 2, 3, and 4, with Semester 3 currently selected. A breadcrumb trail indicates 'You Are Here: Home >> Exam Results'. The main content area is titled 'Exam Results' and displays 'Semester III' results. A 'Print' button is visible. The 'Grade-Sheet' table lists seven courses with their respective grades. At the bottom right, the cumulative scores are shown: SGPA: 6.5 and CGPA: 6.36.

Serial No	Course Code	Course Name	Credits	Grade
1	NRE 178	Satellite meteorology	3	C
2	NRE 103	Minor project	2	B+
3	NRG 105	Independent Study	4	C+
4	NRE 112	Multivariate data analysis	3	C
5	NRE 113	Applied mathematics	0	NC(PASS)
6	NRG 179	Advances in GIS and current trends	4	B+
7	NRG 177	Advances in remote sensing	4	B

SGPA: 6.5 CGPA: 6.36

2.5.3.D

Guidelines for dealing with IT emergencies during examinations

Seema Sangita <seema.sangita@terisas.ac.in>

Tue 19-05-2020 16:52

To: Faculty <faculty@terisas.ac.in>

Cc: Kamal Sharma <kamals@terisas.ac.in>; Dean Academic <dean.academic@terisas.ac.in>; Atul Kumar <atul.kumar@terisas.ac.in>; VC <vc@terisas.ac.in>; Pradeep Padhy <pradeep.padhy@terisas.ac.in>; Rakesh Joshi <rakesh.joshi@terisas.ac.in>; Programme Assistant <Programme.Assistant@terisas.ac.in>; Jagpreet Singh <jagpreet@terisas.ac.in>

Dear Colleagues,

These guidelines are regarding unexpected problems that students may face with respect to software, hardware, internet connectivity, access to power, etc. during the online examinations being held for the current academic year.

1. If it is a **minor issue**, the instructor/invigilator may use his or her own discretion and give some extra time to the student.
2. In case of **major issues** where the student is unable to take the entire or a major portion of the examination, the student may send a written undertaking of the IT related problems faced and request for a re-examination to the instructor. **The instructor is required to report the matter to the Program Coordinator and the Head of the Department immediately.**
 - a. Scenario 1: The IT issue can be resolved prior to scheduled MPEC: An alternate examination/evaluation may be arranged prior to the scheduled MPEC meeting. Subsequently, a copy of the student's request and the alternate date in which examination was held is to be recorded in the MPEC minutes.
 - b. Scenario 2: The IT issue cannot be resolved prior to scheduled MPEC: If the IT issues continue to persist, the student may be advised to raise a request for I (incomplete) grade. This examination/evaluation may then be held as and when the IT issues are resolved or via classroom mode in the next semester. The MPEC will record a copy of the student's request and award an I grade to the student. MPEC will also record the timeframe by which this examination is planned to be completed in the next semester and ensure that the examination is conducted as per schedule.

Note that these guidelines are only for IT related issues. In case a student is unable to take an exam due to medical emergencies, then the standard rules outlined in the student handbook may be followed.

Please feel free to reach out to us in case of any questions or concerns. In case IT assistance is required during the re-examination, please contact Mr. Rakesh for a timeslot.

Course coordinators are requested to **forward this email to all guest faculties** who are involved in the examination process this semester.

Thank you,

Seema

Seema Sangita

2.5.3.24

2.5.3.D Assistant Professor, Department of Policy Studies
& Controller of Examinations
TERI School of Advanced Studies
10 Institutional Area, Vasant Kunj, New Delhi - 110 070
Tel. +91 11 71800222, 26122222, Fax +91 11 26122874



TERI School of Advanced Studies, New Delhi
(Deemed to be University)

MA MBA M.Sc M.Tech LLM Ph.D

Master and Doctoral Programs

Admissions Open 2021 For Queries: admissions@terisas.ac.in

The banner features the TERI School of Advanced Studies logo on the left, which includes a stylized figure and text indicating its status as a deemed university and its accreditation. The main part of the banner displays a row of six colored circles, each containing a program name: MA (teal), MBA (light blue), M.Sc (dark blue), M.Tech (maroon), LLM (red), and Ph.D (orange). These circles are connected by a dashed line. Below the circles, the text 'Master and Doctoral Programs' is centered. At the bottom, a red arrow points to the right, containing the text 'Admissions Open 2021', followed by the contact email 'admissions@terisas.ac.in'.

2.5.3.D

Schedule of examinations

Seema Sangita <seema.sangita@terisas.ac.in>

Mon 11-05-2020 12:36

To: Gopal K Sarangi <gopal.sarangi@terisas.ac.in>; Laksh <venkataraman.ln@terisas.ac.in>; Vishnu Konoorayar <vishnu.konoorillam@terisas.ac.in>; Chubamenla Jamir <chubamenla.jamir@terisas.ac.in>; Manish Kumar Shrivastava <manish.shrivastava@terisas.ac.in>; Abhijit Datey <abhijit.datey@terisas.ac.in>; Som Mondal <som.mondal@terisas.ac.in>; Fawzia Tarannum <fawzia.tarannum1@terisas.ac.in>; Anu Rani Sharma <anu.sharma@terisas.ac.in>; Udit Soni <udit.soni@terisas.ac.in>; Montu Bose <montu.bose@terisas.ac.in>; Sapan Thapar <sapan.thapar@terisas.ac.in>
Cc: Faculty <faculty@terisas.ac.in>; Atul Kumar <atul.kumar@terisas.ac.in>; Kamal Sharma <kamals@terisas.ac.in>; Rakesh Joshi <rakesh.joshi@terisas.ac.in>; Pradeep Padhy <pradeep.padhy@terisas.ac.in>; VC <vc@terisas.ac.in>; Jagpreet Singh <jagpreet@terisas.ac.in>

Dear Colleagues,

This email is in continuation with the decisions made in the Heads and Deans Meeting held on 7th of May. I hope that each program has had the opportunity to take some final decisions on the scheduling of examinations.

It is requested that every program coordinator submit a schedule of the final examinations once it is finalized to Mr. Rakesh Joshi with a copy to me and Kamalji for our records.

Before finalizing the dates of the examinations, please note the following:

1. If you are planning an examination in May-June, but there is no requirement of active IT support, for example submissions of term papers or assignments over email, then you are free to set the dates as per your convenience. Only information is required for record keeping.
2. If you are planning a live online examinations, and you feel that there is a **need for active IT support for your examinations**, then the program coordinators, instructors or program assistants may contact Mr. Rakesh Joshi and get the approval of the time slot from him. The purpose of this process is to avoid overlaps, so that we can try to provide adequate IT support for each examination.

We have created the following three slots in a day over the duration of 18th May to 15th June for this purpose:

- i. 8:30 am to 10.30 am for a duration of 2 hours or less
 - ii. 11 am to 1 pm for a duration of 2 hours or less
 - iii. 2 pm to 5 pm for a duration of 3 hours or less
3. If you are conducting examination in July, you may provide tentative dates for now. The schedule can be finalized in due course of time.

Finally, if you are planning a live online examination, then it is strongly suggested that that a practice examination or a demo examination is held so that everyone involves is comfortable with the online mode of examination prior to the final exam. You may contact Jagpreetji and IT team for this. So far some online examinations have been completed and several demo sessions have taken place successfully and I would like to acknowledge the tireless effort put in by Jagpreetji and his team in this process.

Thank you and warm regards,

Seema

Seema Sangita
Assistant Professor, Department of Policy Studies
& Controller of Examinations
TERI School of Advanced Studies

2.5.3.26

2.5.3.D 10 Institutional Area, Vasant Kunj, New Delhi - 110 070
Tel. +91 11 71800222, 26122222, Fax +91 11 26122874



TERI School of Advanced Studies, New Delhi
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 MA MBA M.Sc M.Tech LLM Ph.D

Master and Doctoral Programs

Admissions Open 2021 For Queries: admissions@terisas.ac.in

The banner features a light gray background with a subtle geometric pattern. At the top, the school's name is written in red. Below it, a row of six colored circles (teal, light blue, dark blue, maroon, pink, and orange) contains the program abbreviations. A dashed line connects the bottom of these circles to the text 'Master and Doctoral Programs'. At the bottom, a red arrow points right, containing the text 'Admissions Open 2021', followed by the contact email.

Examination & Revised Academic Calendar in View of COVID 19 Pandemic

7 May 2020

UGC Guidelines on Examinations and Academic Calendar(D.O.No. F. 1- I /2020(Secy) 29th April, 2020)

- Major concerns
 - Ensuring the health, safety and security of the students, faculty and staff and also to continue academic activities.
 - Conducting the examinations and declaration of results.
 - Facilitating the students to participate in further admissions, placement processes, research and training etc.
 - Charting out a plan for the next academic session.
- The MHRD and the UGC have been emphasizing to continue with the teaching-learning process using online modes
- Had already covered 60% to 70% of teaching-learning process for ongoing Even Semester before the dispersal of classes in March.
- Therefore, keeping in view the basic infrastructure available at the level of the institutions and accessibility of internet to the students, especially in remote areas, it is not feasible to uniformly adopt the online mode of examination at this juncture.

UGC Guidelines

- The guidelines are advisory in nature and each university may chart out its own plan of action.
- Examinations
 - Maintaining the sanctity of academic expectations and integrity of examination process, the universities may adopt alternative and simplified modes and methods of examinations.
 - These may include MCQ based examinations, Open Book Examination, Open Choices, assignment/ presentation-based assessments etc.
 - The universities may conduct examinations in offline / online mode, observing the guidelines of “social distancing” and keeping in view the support system available with them and ensuring fair opportunity to all students.
 - The universities may conduct the practical examinations and Viva-Voce Examination through Skype or other meeting apps, and in case of intermediate semesters, the practical examinations may be conducted during the ensuing semesters.

UGC Guidelines

- The scheme of “Carry forward” (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester.
 - However, such students may clear the examination for the course in which he/she has failed/ remained absent, whenever the examination is held next.
- The students may be allowed to improve their grades by offering one additional opportunity to appear for the current semester course(s) in succeeding semesters/ years or through supplementary examinations.

Academic Colander (Key milestone)

- Suspension of offline teaching-learning at University Campus: 13 March 2020
- Online teaching-learning through MS Team: 16 March 2020
 - Most of courses are in the last stage of completion
- Tests II: 30 Mar - 3 April (Earlier)
 - Most of the courses already taken through distance mode
- Upload/Display of marks – tests II: 13 Apr (Earlier), 15 May (Revised)
- Last day of classes: 8 May (Earlier), 15 May (Revised)
- Final feedback: 27 April – 1 May (Earlier), 11-15 May

Academic Colander: Examination – Test III

- Greater flexibility at Programme level
- Based on MPEC recommendation for online/assignment bases of on campus conventional mode (pen & paper-based test)
- Revised dates two options:
 - Convention on campus test II 6-17 July 2020
 - Online/Assignment based: 18 May – 15 June 2020
- Completion of all evaluation processes : 20-24 July 2020
- Completion of grading and MPEC meetings : 27 July 2020 (for 2nd Semester)
- Display of grades: 30 July 2020 (for 2nd Semester)

Academic Colander: Major Project

- Date is extended due to request from several programme and several students individually due to variety of reason
- Major Project Finalization, Grading, MPEC etc: 25 June 2020
 - Programme may plan and communicate intermediate timeline with students accordingly
- Display of grades (4th semester): 1 July 2020

Minor Project

- UGC Guidelines on internship
(D.O.No.F. 1- 1 /2020(Secy) 4 May
2020)
 1. Allow the students to take up 'online internships/ activities' including theactivities that can be carried out digitally or otherwise from home.
 2. Engage them to work as interns on ongoing projects.
 3. Delay the start date for internship.
 4. Reduce the period of internship clubbing with assignments etc.

Academic Colander

Minor Project/Internship

- One Month duration (duration)
(online mode)
- Programme wise flexibility
- Suggestive dates
 - 1 June – 30 June (for those programme conducting test III in July)
 - 1 July - 30 July (for those programme conducting test III in June)
 - Remaining 2 weeks duration
(spread over third semester on campus with internal faculty)
 - M.Tech UDM may plan in September (provided they take classes online classes of elective courses in July)
- Programme may change by adjust date insure at least one week of break is available to students

Other dates

- Finalization of courses by Programme Coordinators for pre-registration-
 - 15 June 2020 (Revised)
- Pre-registration for next semester
 - 22 – 26 June 2020 (Revised)
- Curriculum coordination meeting/BoS
 - 16-19 June 2020 (Revised)
- Academic Council Meeting
 - 15/16/17 July 2020 (suggested tentative)
- Meetings of SRCs
 - 1-30 July 2020, In person at University Campus
 - 15 May – 30 June (online)
- Registration for third semester : 31 July 2020
- Commencement of classes for third semester: 4 August 2020
- Orientation and registration for first semester 2020/21: 1 September 2020
- Commencement of classes for first semester: 1 September 2020

Ph.D. students

- Maximum period for submission of Ph.D. thesis has expired/is expiring during the closure of University campus due to COVID-19 pandemic, should be allowed to submit their Thesis, within six months from the date of expiry period.
- The extension of six months may also be considered for those students for whom the maximum period for Ph.D. thesis submission is expiring in this semester.
- Maximum period for DRC presentation/synopsis has expired/is expiring during the closure of University campus due to COVID-19 pandemic, should be provided an extension of time equal to the duration of closure of the University.
- Maximum period comprehensive exam has expired/is expiring during the closure of University campus due to COVID-19 pandemic, should be provided an extension of time equal *to the duration of closure of the University*.