

Minutes of 4th Academic Council Meeting

Date: 19th May 2020, 12:30 pm onwards

Venue: An Online Microsoft Teams Meeting

Agenda

Item. No.	Item
1	Seeking approval for Revised Academic Plan for Even Semester of the Academic Year 2019-20 a) For the B.Tech.- 8th semester and M.Tech.- 4th semester b) For the Lower Years i.e. B.Tech.- 2nd/4th/6th semester and M.Tech.- 2nd semester

The 4th Academic Council meeting, in online mode, commenced with the formal welcome of all the members of the Academic Council by the Chairman of Academic Council and Director of the institute, Prof. B. B. Ahuja.

Item No. - 01: Seeking Approval for Revised Academic Plan for Even Semester of the Academic Year 2019-20

The Dean Academics, Prof. Jibi Abraham made a presentation about the guidelines provided by statutory bodies such as UGC, AICTE, Savitribai Phule Pune University (SPPU) and the H & TE department of Govt. of Maharashtra regarding the academic proceedings during the lockdown period 2.0 and 3.0.

The first lockdown was declared on 14th March 2020. The Dean Academics summarized the directives and broad guidelines released by the UGC on the academic proceedings as per the situation during the lockdown 2.0. The UGC has given guidelines. The UGC instructed the colleges/institutes to continue practicing the teaching learning process deploying e-learning initiatives, online mode of education for course content delivery, simulations for the project work, stress on internal assessment and e-lab activities, to be completed and the students to take their online/offline theory examination. The colleges/institutes were asked to follow the scheme of 'Carry Forward' thereby promoting all the students to the next semester, and the students, not contented with the performance would be given a choice to opt for their marks/grade improvement examination during the next semester. The institutes were instructed to ensure continuity and accomplishment of academics, conduction of examinations, declaring the results, and complete the ongoing term without violating the norms of social and physical distancing and compliance with Govt. directives, in this regard.

During the lockdown 3.0, SPPU issued a circular to the affiliated institutes to conduct the End Sem Examination (ESE) of the 8th semester B.Tech and 4th semester M.Tech students and declare results accordingly. As far as the 2nd, 4th and 6th semester B.Tech students and 4th semester M.Tech students are concerned; SPPU

directed the institutes to declare results of the students based on their Continuous In-Semester Evaluation (CIE) (based on the portions completed before the declaration of the lockdown 1.0 on 14th March 2020) and immediate past semester's SGPA.

With this preamble and background the Dean Academics started her presentation on revised Academic Execution Plan (more importantly, including Students' Evaluation), at COEP as an Autonomous Institute, for the students of BTech-8th Sem and MTech-4th Sem, to begin with, and for the students of UG-2nd, 4th, and 6th Semesters, thereafter.

(a) For the B.Tech.- 8th semester and M.Tech.- 4th semester

The Dean Academics stated that the on-campus academics of the students were held till Mar 14th March and thereafter, the theory courses were delivered online till 10th May 2020. She further asserted that in the current pandemic situation, there is NO POSSIBILITY of any STUDENT of B.Tech. and M.Tech REPORTING physically to the campus to appear for on campus in-person examination. Meanwhile, a survey was conducted by the Institute, for the students and it was discovered that around 82% students have access to Internet connectivity and smart device, laptop etc., whereas, the remaining ones are at least, equipped with mobile phones.

Based on the UGC/SPPU circulars, she reiterated that that, the current even semester assessment of the 8th semester-B.Tech and 4th semester-M.Tech students for theory courses, lab courses and B.Tech Project Stage – II /M.Tech Dissertation Stage – II are to be mandatorily completed. She further started with the proposed assessment schemes for the theory courses to be followed for the Final year students, ready to exit from campus. The usual CIE followed for the students consists of T1 – 20 marks and T2 – 20 marks and ESE – 60 marks. The assessment of T1 was completed as per academic calendar 2019-20. The T2 was scheduled on the next immediate week after beginning of lockdown 1.0 and hence could be partially completed for a few courses by some teachers. 15th March onwards, the theory courses were delivered in online mode, an now, the course teachers should complete T2 assessment, if pending, for their respective courses using an 'online-off campus mode' before 7th June 2020. If the students face some difficulty in doing this, the faculty members are expected to assess their performance through assignments and/or audio conferencing based oral examination. And, the total of T1+T2 (40 marks) obtained by a student for each of course is to be pro-rated to 50 marks.

Dr. Abraham further proposed replacing the conventional "Paper-Pen" based ESE of the final year students with an "Online-off campus Oral Examination (OOE)" of 50 marks. She presented the details as follows:

- The OOE will be jointly conducted by two Faculty members and will be based on the complete syllabus (2/3 portion completed before 14th March, 1/3 portion delivered online during lockdown).
- The faculty members are advised to use a Video Conferencing Platform, with recording for documentation purpose and to avoid impersonation.
- The faculty members should allow only one student to enter the meeting and conduct his/her oral examination. The next student should be taken in only

after the previous student exits the session. The faculty members are advised to ensure that every student is evaluated independently.

- If the students have some internet connectivity problems, the faculty members should assess their performance through audio based oral examination.
- Thus, for the final semester students of B.Tech and M.Tech courses, the total score will consist of the T1 +T2 (40 Marks) prorated to 50 and the OOE of 50 marks. The parameters of the relative grading will be applied to this final score.
- If any student is dissatisfied with a grade scored by him/her for any course, he/she can appear for a grade improvement ESE (Paper-pen based) of the even term course in Dec.-2020 for 50 marks. This paper based exam will be a replacement to OOE component of June-July Exam.

The external expert, Prof. Suhas Joshi suggested giving more flexibility to the students who are located in the severely affected areas (by pandemic) by deferring the dates of grade improvement test from six months to one year later for the students. He stressed that it is an unprecedented situation and we should give more time to the students, for preparation, by practicing flexibility in exam. schedules and leniency/consideration in evaluation.

Upon a query by one of the members regarding the students who may fail in such OOE, Prof. Suhas Joshi suggested the institute to come up with a special nomenclature for the grade named as 'Covid Grade' for such students.

Another member enquired on the selection of the score will towards further consideration, if the student performs worse in the improvement examination than in the Online-off campus Oral Examination (OOE). Prof. Ahuja answered that the score obtained in the improvement examination will be considered as final one, as it is students' discretion to opt for the examination and they should have clarity regarding the same. The student who will be showing interest for the improvement exam of a course, the obtained grade for the course in the June-July exam will be altered to "I" grade till the declaration of improvement examination results, the Dean Academics added.

Further, the Dean Academics made a presentation about the proposals regarding the assessment patterns for the practical/lab courses for the 8th semester-B.Tech and 4th semester-M.Tech courses. She reported that as far as the practical courses are concerned, on an average, 66% of experiments/ assignments were completed before the campus was closed on 14th March 2020 and proposed the following:

- The completed assignments till 14th March should be evaluated out of 50 marks.
- The lab Oral Examination of the 8th semester-B.Tech students and 4th semester- M.Tech students be replaced with an Online-off campus Oral Examination (OOE) of 50 marks, which will be jointly conducted by two Faculty members, and based on the practical assignments completed till 14th March 2020.
- A joint but sequential assessment for theory and lab orals, be followed by the examiners.



- As far as the seminar courses for these final semesters are concerned, the evaluation will consist of an Online-off campus Oral Examination (OOE) of 50 marks and evaluation of the seminar report out of 50 by the guide.
- The teachers are expected to complete the assessment of the 8th semester B.Tech and 4th semester M.Tech before 28th June 2020. The relative grading will be applied to continuous evaluation out of 50 marks plus OOE out of 50 marks.
- There will be no grade improvement ESE as far as the practical courses for Dec 2020 examination.

Prof. Suhas Joshi reiterated that maximum leniency and consideration should be shown towards the students keeping in mind the tough situation due to the unprecedented pandemic. The Dean Academics stated that the HODs can inform the teachers in their respective departments to be follow the principle of leniency, flexibility and consideration, towards the students while assessing them.

Dr. Amol Patil asked how the teachers will assess the students who have missed some practical/assignments prior to 14th March due to some personal or medical reasons. Prof. Ahuja replied to his query by saying that the faculty members should evaluate such students based on whatever practical sessions they have attended till 14th March following the principle of leniency and flexibility.

Prof. Anil Kulkarni suggested that simple videos of the practical sessions missed by the students due to lockdown may be shared with the students so that they have some idea about the lab experiments they could not handle and practice. Mr. Amol Patil asked whether the assessment will cover the project evaluation as well. He suggested that the teachers can follow objective evaluation of the laboratory examination by first sharing the information with the students and then asking them questions about the same.

Further, the Dean Academics made a presentation addressing the issue of the assessment of B.Tech Project Stage – II for the 8th semester-B.Tech students and M.Tech Dissertation Stage – II for the 4th semester-M.Tech students.

The Dean Academics proposed an assessment based on continuous evaluation and final Oral/Presentation Examination, as follows:

- The students are expected to complete their Project /Dissertation stage – II including REPORT writing by 14th June 2020.
- The continuous evaluation out of 50 marks will consist of their midterm evaluation and the work completed till the end.
- An Online-off campus Oral Examination (OOE) be conducted for 50 marks. It will be evaluated by a panel of examiners (with additional external/industry) decided by the DUPC/DPPC. This OOE assessment will be based on students' presentation, project/Dissertation report and online demonstration, using recorded videos. It will be conducted from 29th June 2020 to 8th July 2020.
- As per the practice followed by individual departments, relative grading will be applied on summed 100 marks (50 for Continuous evaluation plus 50 marks for OOE mode for ESE).




- If a student is dissatisfied with his grades in B.Tech Project / M.Tech Dissertation stage - II, an extension of work up to a maximum 3 months shall be permitted to him/her and an improvement ESE shall be conducted before the completion of the extension period. The marks obtained in improvement ESE marks will substitute the OOE component of June-July assessment.

Prof. Suhas Joshi again requested everyone to follow the principle of leniency and flexibility as it would be unfair with the students to arrive at the expected output with the limited resources available to them during this lockdown period.

Prof. Sudhir Ghorpade asserted that the students have genuine problems as they do not have the resources available to complete their experiment satisfactorily. He also strongly suggested that the teachers should be lenient and flexible while assessing the students.

The Dean Academics assured the members that there will be no immediate Re-examination for failed theory courses of 8th semester. An improvement ESE for theory courses will only be conducted in Dec. 2020. B.Tech. / M.Tech. final year students registered for any backlog courses in 2nd/4th/6th semester will follow the guidelines for assessment as that for the regular students of 2nd/4th/6th semesters. She further added that, the institute has a practice of offering a special summer term for students remaining with only theory backlogs worth 12 or less than 12 credits to get a degree. This will be substituted with supplementary examinations of 100 marks in Aug 2020 based on the student statistics and need of the students. The eligibility for registering for the course entails that the student does not have any practical course/project work pending to be completed and he/she must have appeared at least once and failed in ESE in any of the previous academic years. It was informed that the institute shall ensure that low performing students will get another chance for improvement before end of odd term of next Academic Year

b) For the Lower Years i.e. B.Tech.- 2nd/4th/6th semester and M.Tech.- 2nd semester

Further, the Dean Academics made a presentation about the academic execution plan/proposal and the assessment patterns, in particular, for the theory courses of the 2nd, 4th and 6th semesters of B.Tech and 2nd semester of M.Tech courses.

The Dean Academics reiterated that the T1 of the 2nd, 4th and 6th semesters of B.Tech and 2nd semester of M.Tech was conducted before the lockdown. The T2 of these courses was scheduled in the third week of March and couldn't be completed due to declaration of the lockdown 1.0. However, the teachers completed the syllabus of the theory courses via e-learning modes. The proposal went as follows:

- The faculty members should complete T2, if pending, for their respective courses as online off-campus test before 7th June 2020.
- If a student faces some problems in doing this, the faculty members should assess their performance through assignments and audio based oral test.
- The T1+T2 (40 marks) obtained by a student for each course are to be pro-rated to 50 marks.
- The End Semester Examination (ESE) for ALL theory courses will not be held.

- For each student, 50% of SGPA of the immediate previous 1st/3rd/5th Semester subtracted by 0.5 (SGPA to % conversion) will award 50 marks for each theory course. MIS will generate this component. The relative grading will be applied to the total 100 marks {T1 and T2 out of 40, pro-rated to 50 by MIS and 50 marks derived from SGPA (by MIS)}.
- If a student is dissatisfied with his/her grade for any course, he/she can appear for a grade improvement ESE (Paper-pen based) of the even term course in Dec.-2020 for 50 marks as replacement to SGPA component of June-July Exam.

After discussing the assessment pattern of the theory courses for the 2nd, 4th, 6th semesters of B.Tech and 2nd semester M.Tech courses, the Dean Academics discussed on the assessment criteria of the practical courses. She informed everyone that on an average, 66% of experiments/assignments were completed before closing of the campus on 14th March 2020. The proposal went as follows:

- The continuous evaluation (CIE) for completed assignments till 14th March will be considered out of 25 marks.
- The faculty in charge of the course will conduct an Online-off campus Oral Test (OOT) for 25 marks covering the assignments completed till 14th March. The teacher is expected to conduct OOT by 14th June 2020. There will not be any on-campus Practical Oral Examination for these semesters.
- For each student, 50% of SGPA of the immediate previous 1st/3rd/5th Semester subtracted by 0.5 (SGPA to % conversion) will be awarded out of 50 marks for each practical course. MIS will generate this component.
- The relative grading will be applied to the total 100 marks {CIE and OOT out of 50 and 50 marks derived from SGPA (by MIS)}.
- There will not be any improvement ESE for any practical course in Dec.-2020.

Dr. Amol Patil expressed his concern about the employability aspects of students after automatic promotion to next semester without conducting proper examinations. Prof. Ahuja replied that surely it is a big concern, but the situation has made the policy and decision makers to feel helpless and adhering to the statutory norms, announced by regulatory authorities, in spirit.

Further, the Dean Academics shared the date-wise plan of action (POA) for the declaration the results and commencement of the next semester.

- The DUPC/DPPC grading meeting will be held on July 9th -10th and results will be declared by 12th July 2020.
- All lower semester students shall be promoted respectively to 3rd/5th/7th of AY 2020-21 (Aug.-Dec.).
- The students can send their branch Change application from 13th July to 14th July and the Institute shall declare the branch change declaration on 15th July 2020.
- The ONLINE semester credit registration will take place between July 16th and 17th July based on the existing norms of COEP semester credit registrations.




- The central allotments of courses (ILOE/LLC) in MIS will be done by 19th July 2020. The online instructions for theory courses for odd semester of AY 2020-21 will commence from 20th July 2020.
- There will be no immediate re-examination for failed theory courses. An improvement ESE for the theory courses will only be conducted in Dec. 2020. This year there will be no summer term for the First Year students.
- Thus, the students will not report to campus to complete their examinations which will safe guard their health and safety. All exams/Tests will be conducted in online-off campus mode, be recorded by faculty for documentation purposes and for avoiding impersonation.

R-AC-4/01/2020: The members RESOLVED to APPROVE the above discussed proposal on the revised Academic Execution Plan, with the novel Students' Assessment Plan, in particular, presented by the Dean Academics for the 8th semester B.Tech and 4th semester M.Tech students, 2nd, 4th and 6th semesters of B.Tech and 2nd semester of M.Tech courses, distinctly and the declaration of results and commencement of the new academic year.

The Dean Academics thanked all the members for attending the meeting and declared the meeting concluded. The meeting ended with the vote of thanks to the Chair.



Prof. Jibi Abraham
Member Secretary

