

Minutes of the Online Meeting Held on 25.05.2020 at 10:30 AM

Agenda

1. Examinations.
 2. Post Covid Teaching - Learning.
 3. Any other matter with the permission of the chair.
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1. Fr. Principal started the meeting with prayer to God for the wellbeing of students, staff, alumni members, well-wishers and their families.

Father informed the house that in order to minimize risk of infection, it may not be advisable to open class rooms and hostels for students before September 2020. Until then, teaching-learning-evaluation would have to be carried out in other modes. The present meeting was being held to deliberate on such alternative processes.

2. **Undergraduate Courses**

Following decisions were taken regarding semester 6 evaluation:

- (a) For theory papers, 50% weightage will be given to the internal assessment and 50% weightage to the previous semester / semesters examination(s). Fr. Principal asked the members to sought clarification regarding giving 50% weightage to only 5th semester marks or giving 50% weightage to all the previous semesters.
- (b) For practical of Science departments, a theory like question paper for practical papers will be sent to the students and students will submit the answer online within a stipulated time. The CIA contribution of these practical papers will also be considered.
- (c) Regarding practical of B.Com department, it was reported that already full-fledged practical examination was conducted internally. So marks of those papers will be considered.
- (d) For dissertation, actual marks after online evaluation will be considered.
- (e) Those students, who have missed internal assessment tests, well prepared assignments will be given, which they will submit online. The same will follow for those who failed in internal assessment.
- (f) Full marks in the attendance component will be given.

3. **B.Ed. Course**

- (a) The students will be subjected to the rules of Undergraduate courses for Semester 4 evaluation. The B.Ed Department has completed a full-fledged internal evaluation of

the Practicum papers of the fourth Semester of the Second year students and these marks can be considered.

- (b) Full marks in the attendance component will be given.

4. **Post Graduate Departments**

- (a) Similar rules as undergraduate departments will be considered for semester 4. For practical papers, marks on practical note books, if evaluated online, will be considered.

- (b) Full marks in the attendance component will be given.

5. **5-year integrated Courses**

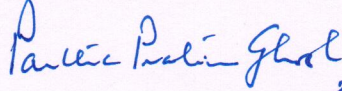
- (a) Multimedia semester 10 students will have fully online evaluation.

- (b) Biotechnology semester 10 students only have project of 400 marks. 100 marks will be evaluated by the supervisor, 200 marks by internal examiners and 100 marks for viva will be tested through online question paper.

- (c) Full marks in the attendance component will be given.

- 6. Fr. Principal said that the rules will be finalized and documented in unambiguous manner in the next meeting.
- 7. Members opined that arrear examination evaluation for current final semester and previous batches may be conducted by giving proper weightage to internal assessment and previous semester results. A rule is to be formulated regarding this.
- 8. Regarding teaching-learning, Fr. Principal said, at least for the next two semesters, classroom teaching may have to be done with one-third student strength. So teachers have to prepare online materials. In that situation topic distribution and starting preparation of materials are to be done by the first week of June.
- 9. It was opined that online teaching of forthcoming UG semester 3 and 5 may be started from July so that the students remain motivated. However, the decision regarding the examinations of current UG semester 2 and 4 batches has to be taken.
- 10. It was decided that all internal assessment marks and project marks to be submitted by the teachers by 15th June, 2020. Faculty members who have not yet collected their CIA answer scripts to be informed accordingly.
- 11. One email id will be created for Students' queries. It was decided that Dr. Amitava Roy will access these mails and take appropriate steps for clarifications on such queries.

12. Works to be done:
- (a) Final decision regarding final semester examinations – the procedure, calculation of SGPA and CGPA. Students and departments are to be informed properly.
 - (b) Decision regarding arrear examinations of final semester batches.
 - (c) Decision regarding supplementary examinations of the final semester batches.
 - (d) Examination of current batches (apart from final semester).
 - (e) Teaching-learning of forthcoming semesters – online platform, procedure, time-table date of commencement, etc.
 - (f) Decision on admission tests for PG and integrated courses.
13. Meeting ended with thanks to the chair.


25.5.20
Coordinator, IQAC
St. Xavier's College
(Autonomous)
Kolkata - 700 016