

CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village -Karhara, Post Fatehpur,
PS- Tekari, District - Gaya, Bihar - 824236

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**Minutes of 22nd Meeting of the
University Admission, Teaching and Evaluation Committee (UATEC)**

Date: 13.05.2020 Time: 11:00 A.M.

Venue: Meeting Room (2nd Floor), Administrative Building

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Members Present

1	Prof. H.C.S. Rathore, Vice-Chancellor	Vice-Chancellor
2	Prof. Sankar Kumar Bhaumik, Dean, School of Social Sciences & Policy, CUSB	Chairperson
3	Prof. Prabhat Kumar Singh, Dean, School of Language & Literature	Member
4	Prof. Kaushal Kishore, Proctor & Dean, School of Education, CUSB	Member
5	Prof. Tej Bahadur Singh, Dean (I/c), School of Human Sciences, CUSB	Member
6	Dr. Ram Kumar, Dean, School of Earth, Biological & Envi. Sci., CUSB	Member
7	Dr. Pawan Kumar Mishra, Dean, School of Law & Governance, CUSB	Member
8	Dr. H. K. Nigam, Professor, SMSCS, CUSB	Member
9	Dr. Atish Parashar, Dean of Students Welfare, & Professor, SMAA, CUSB	Member
10	Dr. Asheesh Shanker, Associate Professor, Department of Bioinformatics, CUSB	Member
11	Dr. Prabhat Ranjan, Head (I/c) & Assistant Professor, Deptt. of Computer Sci., CUSB	Member
12	Dr. Amrita Srivastava, Assistant Professor, Department of Life Science, CUSB	Member
13	Dr. Girish Chandra, Assistant Professor, Deptt. of Chemistry, CUSB	Member
14	Dr. N. L. Devi, Assistant Professor, Department of Environmental Science, International Students' Advisor, CUSB	Member
15	Col. Rajiv Kumar Singh, Registrar	Member
16	Mrs. Rashmi Tripathi, Controller of Examinations	Member Secretary

Special Invitee

1	Prof. R S Rathore, Head, Department of Bioinformatics, CUSB	Special Invitee
2	Prof. Venkatesh Singh, Professor, Department of Physics, CUSB	Special Invitee
3	Prof. Krishnan Chalil, Head, Department of Development Studies, CUSB	Special Invitee
4	Prof. Suresh Chandra, Head, Department of Hindi, CUSB	Special Invitee
5	Prof. Brajesh Kumar, Head, Department of Comm. and Business Studies, CUSB	Special Invitee
6	Prof. Rizwanul Haque, Head, Department of Biotechnology, CUSB	Special Invitee
7	Prof. Umesh Kr. Singh, Head, Department of Environmental Science	Special Invitee
8	Dr. Alok Kumar Gupta, Head, Department of Political Studies, CUSB	Special Invitee
9	Dr. Anil Kumar Singh Jha, Head, Department of Sociology, CUSB	Special Invitee
10	Dr. Sunit Kumar, Head, Department of Statistics, CUSB	Special Invitee
11	Dr. Dharmendra Kumar Singh, Head, Department of Psychological Sci, CUSB	Special Invitee
12	Dr. Amiya Priyam, Head, Department of Chemistry, CUSB	Special Invitee
13	Dr. Gautam Kumar, Head (I/c), Department of Life Science	Special Invitee
14	Dr. Sudhanshu Kumar Jha, Head (I/c), Department of Historical Studies & Archeology, CUSB	Special Invitee

In the wake of UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown issued on 29.04.2020 by UGC, a meeting of UATEC was held on 13.05.2020 in the Administrative Building. All the HoDs who are not the member of UATEC were also invited to attend the meeting as special invitees. Some of the members attended the meeting through video conferencing.

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At the outset the Vice - Chancellor welcomed all the members and Head of the Departments who were attending the meeting and expressed his deep concern about their health and also the well-being of our students, faculty members and their families in this COVID-19 crises. The Vice Chancellor briefed the purpose to conduct this meeting and expected that the UATEC will finalise the plan of action to be taken after dispersal of the classes and the academic calendar for the existing and next Academic Year. He referred the UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown and outlined the point of contention to be discussed and resolved by the UATEC for further course of action related to teaching, examination and evaluation. He detailed that UGC Guidelines has been developed with flexibility for adoptions by the Universities keeping in view the location and diversity of Universities and Colleges, their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different regions/state and other factors. It is expected on our part to chart out a plan, after making a comprehensive assessment of all such factors, about the academic calendar and conduct of the examinations keeping in view the best interest of the students, giving highest priority to health and safety of all concerned.

After the opening remarks of the Vice Chancellor the Agenda of the meeting was taken up seriatim.

Agenda No.01/UATEC-22/20


To confirm the Minutes of 21st Meeting of the UATEC held on 16.01.2020.

Resolution No. 01/ UATEC-22/20

While confirming the minutes an observation was made on Resolution no. 02(2)/UATEC-21/20 with regard to include the courses comprising of 2/3/4 credit as per the course requirements and it was resolved to include the courses comprising of 2 / 4 credits.

Further with regard to Resolution No. 02(1)/UATEC-21/20, 02(11)/UATEC/21/20 & 02(17)/UATEC/21/20 related to review the load of course content, Grading issue of SYAM Courses and revision of UFM Regulation respectively, the UATEC requested the Chairman and Members of the Committees to submit the report at the earliest. It was decided to accomplish these works by first week of June, 2020.

With observations as detailed above, the minute of the 21st meeting of UATEC was confirmed.

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Agenda No.02/UATEC-22/20

To report the minutes of the meeting of Heads of Departments held on 08.04.2020 regarding the progress of online education, deciding modalities of mid-term/ continuous internal assessment, internship/ field work, extension of teaching days upto 15.05.2020 and other issues related to academic activities carried out during lockdown period.

Resolution No. 02/ UATEC-22/20

The minutes of the meeting of Head of the Departments held on 08.04.2020 was discussed by the UATEC members and all the Head of the Departments informed that the Teaching, continuous internal assessment / mid-term examination, internship / field-trip / dissertation have been conducted in pursuance of the decisions taken in the said meeting. It was agreed upon to complete all the prerequisites for End Semester Examination including teaching, continuous internal assessment / mid-term examination, internship / field-trip / dissertation work latest by 30.05.2020. As regards conduct of practical/lab works/submission of dissertation/uploading of internal assessment marks etc. the same may be conducted by 30.05.2020 or after summer vacation i.e. by 7th July 2020.

Agenda No.03/UATEC-22/20

To discuss the “**UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown**” issued by UGC on 29.04.2020 for necessary adaptation before adoption.

Resolution No. 03/ UATEC-22/20

The Member Secretary placed the “ **UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown**” issued by UGC on 29.04.2020 and requested the members to adopt the same with necessary adaption on the following points for implementation by the University :-

S.No.	Advisory suggested in UGC Guidelines	Recommendation of UATEC
1.	Mode of conduct end semester examination like MCQ/OMR based examinations, Open Book Examination, Open Choices, assignment/ presentation- based assessment etc. (UGC guidelines – Examinations : Para 1)	
2.	Adoption of efficient and innovative modes of examinations by reducing the time from 3 hrs to 2 hrs assigned to each examination, if need arises, but without compromising the quality, so that the process may be completed in	It was decided to conduct End Term Examination in accordance with the existing Ordinance/Regulation at this

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	multiple shifts and, at the same time, sanctity to evaluate the performance of a student is also maintained. (UGC guidelines – Examinations : Para 2)	junction.
3	In case the situation does not appear to be normal in view of COVID-19 grading of the students could be composite of 50% marks on the basis of the pattern of internal evaluation and the remaining 50% marks can be awarded on the basis of performance in previous semester only. If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester. (UGC guidelines – Examinations : Para 5)	
4	<p>In addition to the above, following steps are required to be taken:</p> <p>i. 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/year. However, such students may clear the examination for the course in which he/she has failed/ remained absent, whenever the examination is held next.</p> <p>ii. 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.</p> <p>(UGC guidelines – Examinations : Para 6)</p>	<p>It was agreed upon that if the situation does not appear to be normal by the end of summer vacation i.e. 30th June 2020 and the circumstances do not allow the University to conduct End Term Examination as per existing pattern either in July/August 2020, the UATEC will again meet to decide the alternate mode of examinations in the 1st week of July.</p> <p>It was decided to follow the existing Ordinances/Regulations for allowing the students to improve their grades and carry forward in the next semester.</p>
5.	The university may conduct the practical examinations and Viva-Voce Examinations through Skype or other meeting apps, and in case of intermediate semesters, the practical examinations may be conducted during the ensuing semesters. (UGC guidelines – Examinations : Para 11)	It was decided to adopt the UGC guideline for conduct of practical examination by different departments for lab based programmes/courses and complete the pending practical work, if any latest by 7 th July, 2020.
6.	The universities may conduct the Ph.D. Viva -Voce Examinations through Video Conferencing using Google, Skype, Microsoft Technologies or any other reliable and mutually convenient technology, subject to the approval of the concerned statutory authority of the university, in compliance of Clause 9.6 to	The UATEC resolved to adopt the mode of conduct of the Ph.D. Viva-voce examination as suggested in UGC guideline.

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	9.9 of the UGC Regulations, 2016 regarding award of M. Phil / Ph.D. Degree. (UGC guidelines – Examinations : Para 12)	
7.	The M.Phil. or Ph.D. students, whose maximum period for submission of M. Phil./ Ph.D. Dissertation/ Thesis prescribed under relevant rules/ regulations/ ordinances of the concerned universities is expired/ expiring during the Corona pandemic period, may be allowed to submit their Dissertation/ Thesis, including completion of pending formalities, within six months from the date of expiry of regular prescribed period. The extension of six months may also be considered for those students who are yet to submit their Dissertation/ Thesis. (UGC guidelines – Examinations : Para 13)	The UATEC resolved to adopt the UGC suggestion.

Agenda No.04/UATEC-22/20

To revise the existing Semester Calendar and finalize the new Semester Calendar for forthcoming session in view of the prevailing situation arising out due to global pandemic COVID 19:

- (i) Modification/Revision in Semester Calendar (2019-2020) for even semester (January-June, 2020);
- (ii) Finalization of the new semester calendar for the forthcoming session (2020-2021) for both semesters i.e. odd semester (July-December, 2020) and even semester (January-June, 2021).

Resolution No. 04/ UATEC-22/20

In consonance with the Guidelines issued by UGC on related to 'Examination and Academic Calendar for the Universities in View of COVID – 19' on 29.04.2020, the UATEC revised and approved,

- (i) The existing semester calendar (2019-2020) for even semester (January- June, 2020),
- (ii) The semester calendar for the forthcoming Academic Year (2020-2021) for both semesters i.e. odd semester (July-December, 2020) and even semester (January-June, 2021) as under:-

**Academic Calendar: 2019-2020 (Revised) for all UG/PG Programmes
[(For Even Semester (January – July 2020))]**

SI No	Academic Activities	
1	Students Orientation	02.01.2020
2	Teaching Schedule and continuous evaluation	02.01.2020 to 15.03.2020

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3	Continuation of Teaching-Learning through Online learning, Social Media and other applications after lockdown	16.03.2020 to 15.05.2020
4	(i) Completion of courses if any, (ii) Finalisation of project work / internship report / dissertation work , (iii) Conduct and completion of internal assessment, (iv) Completion of practical through e-labs /virtual labs/sharing of recorded through available digital resources (v) Setting of QPs and its moderation	16.05.2020 to 31.05.2020
5	Summer Vacation for Students & Teachers	01.06.2020 to 30.06.2020
6	Schedule for final semester batch (i) Practical & contact Classes /dissertation submission etc (ii) End Term Examination (iii) Declaration of Results (CBCS Courses)	01.07.2020 to 07.07.2020 08.07.2020 to 17.07.2020 01.08.2020 onwards
7	Schedule for Continuing batch (i) Practical & contact Classes /dissertation submission etc (ii) End Term Examination (iii) Declaration of Results	18.07.2020 to 22.07.2020 23.07.2020 to 02.08.2020 10.08.2020 onwards
8	Students Evaluation of Courses	01.06.2020 to 15.06.2020
9	Board of Examiners Meetings (For non CBCS Courses) and Declaration of Results	04.08.2020 to 05.08.2020

Moderation of QP is allowed thro' Online mode for this semester only.
 Note: The University will follow a Six day week pattern for the Even Semester (January to July 2020) wef 01.07.2020.

Academic Calendar: 2020 - 2021 (Revised)

Sl No	Academic Activities	Odd Semester (Aug 2020-Dec 2020)	Even Semester (Jan-June 2021)
1	CC / DC Meeting	30.07.2020	04.01.2021 (F/N)
2	Students Orientation CBCS / Non - CBCS Courses (continuing students) For New Batch	03.08.2020 01.09.2020	04.01.2021 (A/N) (including old CBCS batches)
3	Students' Registration Continuing students For New Batch	Non CBCS Course – 03.08.2020 to 05.08.2020 CBCS Course – 03.08.2020 to 08.08.2020 01.09.2020 to 08.09.2020	Non CBCS Course -04.01.2021 to 07.01.2021 CBCS Course - 04.01.2021 to 11.01.2021
4	Teaching Schedule and Continuous Evaluation – For Continuing Students For New Batch	03.08.2020 to 12.12.2020 01.09.2020 to 12.12.2020	04.01.2021 to 14.05.2021
5	3rd Convocation	-	-
6	QP Moderation for End Semester Examination	26.10.2020 to 13.11.2020	22.03.2021 to 09.04.2021
7	Students Evaluation of Courses	01.12.2020 to 10.12.2020	01.05.2021 to 08.05.2021
8	End Semester Examination	15.12.2020 to 24.12.2020	17.05.2021 to 28.05.2021
9	Board of Examiners Meetings	28.12.2020 to 29.12.2020	30.05.2021 to 31.05.2021
10	Declaration of Results	30.12.2020 onwards	07.06.2021 onwards
11	Chhath Vacation for Students & Teachers	16.11.2020 to 22.11.2020	
12	Summer Vacation for Students	01.06.2021 to 11.07.2021	
13	Summer Vacation for Teachers	04.06.2021 to 04.07.2021	
14	Winter Vacation for Students	26.12.2020 to 03.01.2021	
15	Winter Vacation for Teachers	26.12.2020 to 03.01.2021	

Note: The University will follow a Six day week pattern in the Odd Semester (August – December 2020).

Agenda No.05/UATEC-22/20: To report about the progress made by the Committee constituted vide CUSB/Acad/1-7/2014 (Vol.II) dated 27.02.2020 for the amendment of Academic Ordinance related to the rules of promotion in next semester as decided by the UATEC in its 21st meeting.

Resolution No. 05/ UATEC-22/20

The Chairman conveyed the members and all Heads of Departments about the inevitability of amendment of Academic Ordinances related to rules of promotion in next semester in view of decision taken in previous meeting of UATEC. He said that the input /observation of Heads of the Departments are still awaited in order to finalize the amended promotion & other clauses. He requested all Heads of Departments to send their observations at the earliest so that the same may be finalised by 1st week of June 2020.

Agenda No.06/UATEC-22/20: To place the report of the Committee constituted to review the existing Ph.D. Ordinance and necessary amendments for observation and discussion.

Resolution No. 06/ UATEC-22/20

The committee went through the recommendations of the committee constituted to review the existing PhD Ordinances and referred it back with certain suggestions and requested to resubmit their recommendation on other clauses of the Ordinances also, so that the amended Ordinance may be adopted at once.

Agenda No.07/UATEC-22/20:

To consider the eligibility criteria of Ph.D. Programme offered by Department of Computer Science as proposed by the Departmental Committee.

Resolution No. 07/ UATEC-22/20

The UATEC resolved to approve the eligibility criteria of Ph.D. Programme proposed by Departmental Committee of Department of Computer Science to be adopted from 2020-2021.

Agenda No.08/UATEC-22/20: Any other item with the permission of the Chair.

Resolution No. 08/ UATEC-22/20

The Member Secretary placed the UGC public notice no. F-1-1/2020(Secy) dated 10.05.2020 related regarding redressal of grievances to COVID 19 pandemic. She apprised the purpose of this public notice wherein the University has been requested to establish a Cell for handling grievances of students related to examination and other academic activities arising due to COVID 19 pandemic.

The UATEC constituted the Cell for redressal of grievances to COVID 19 pandemic comprising the following members:-


1.	Prof. Atish Parashar, Head, Department of Mass Communication and Media and Dean, Student Welfare	Chairman
2.	Dr. Dharmendra Kumar Singh, Head, Department of Psychological	Member


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3.	Dr. Amrita Srivastava, Assistant Professor, Department of Life Science	Member
4.	Smt. Poonam Kumari, Assistant Professor, Department of Law & Governance	Member
5.	Shri Kumar Kaushal, Deputy Registrar	Member Secretary

The meeting ended with vote of thanks to the Chair.


(Rashmi Tripathi)
Member Secretary/COE


(Prof. Sankar Kumar Bhaumik)
Chairperson