



MIER COLLEGE OF EDUCATION (Autonomous)

College with Potential for Excellence Status by the UGC

Recognised by the J&K Govt.

Permanently Affiliated to the University of Jammu

Accredited by the NAAC with 'A+' Grade

CIRCULAR

A meeting is being organised on July 24, 2020, at 3pm to discuss various innovative options to conduct online examinations in view of the prevailing situation due to COVID -19. All are requested to come prepared to deliberate on different new methods of conducting examinations through online mode.

Dr. Arun Gupta
Chairman

No.:MIER/2020/286A

Date:22/07/2020

Copy to the:

1. Vice Chairperson
2. Principal
3. Dean Academics
4. Controller of Examinations
5. Assistant Registrar (Examinations)
6. HoDs – PG & UG Dept.



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Minutes of the Meetings held on
July 24, 2020 at 3 pm

Members Present:

1. Chairman
2. Vice Chairperson
3. Principal
4. Dean Academics
5. Controller of Examinations
6. Assistant Registrar (Examinations)
7. HoDs – PG & UG Dept.

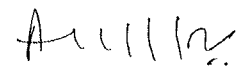
At the onset Dr. Arun Gupta, Chairman welcomed all the members and presented his views on the unprecedented situation arising due to Covid -19 pandemic and its impact on the teaching learning and assessment process. He further said that MIER College should also resort to new methods to evaluate the performance of the students. Thereafter, the agenda point was taken up for the discussion.

1. First of all Dr. Adit Gupta, Principal acquainted the members about his views on conducting online examinations. He talked about the Proctored and Open Book Examinations, their process, and challenges for conducting examinations through these techniques. However, members pointed out a multitude of problems that arise with conducting a proctored examinations like lack of well-functioning technological device connected to stable internet and availability of Laptops with all the students etc.
2. Prof. N.R. Sharma, Dean Academics elaborated on the techniques of conducting Online Descriptive Examinations. He explained the pros and cons of conducting online examinations using this technique.
3. Discussion was also held to conduct online oral test to comprehend the knowledge of the students. However, due to involvement of the faculty and students for a long period of time, this idea was not taken forward.
4. The members after deliberating on various aspects of conducting examinations through different online methods agreed on the conduct of Open Book Examinations as this method is less stressful and can reduce the students' fear, anxiety, and stress levels. It also encourages learning and prepares students for real-world decision making. In an OBE student also seeks answers from various internet sources apart from course textbooks, classroom notes, etc. Dr.

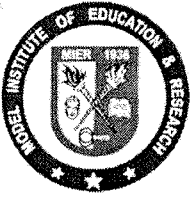
Adit Gupta also mentioned that studies have shown that allowing students to access the internet for searching the answers boosts students' performance.

5. The Chairman asked the Dean Academics, Controller of Examinations and Assistant Registrar to start the process and complete all formalities and get it approved from the college statutory bodies.
6. It was also decided to conduct examinations for the last year's former students who have applied for the same through Open Book methodology.

The meeting culminated with the vote of thanks to the chair.



Dr. Arun K. Gupta
Chairman



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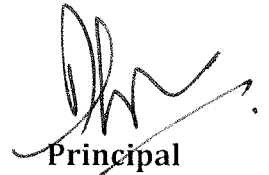
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Notification

In view of the COVID-19 pandemic and subsequent guidelines issued by the University Grants Commission (UGC), it is for the information of all the concerned and in anticipation of the approval of the Competent Bodies, the guidelines for conducting online Open Book End-Semester-Examination (given in annexure) for the students of B.Ed., B.Ed.. Spl. Education (ID), M.Ed. and M.A. (Education), Semester – IV for the academic session 2018-20 are being notified.



Principal

No. MCEA/Exams/20/1368-73

Dated: - 04-08-2020

Copy to:-

1. Chairman/Vice-Chairperson
2. Principal
3. Dean Academics
4. Head of the Departments (P.G./U.G)
5. Controller of Examinations
6. I/c website

MIER COLLEGE OF EDUCATION (Autonomous)

Guidelines for Conducting Online End Semester Examination

As per the directions of the UGC, it is mandatory to conduct the end semester examination in colleges. These examinations can be conducted through the Offline/Online/Blended modes as per the convenience of the students. For this purpose the college has developed a scheme for conducting the Online examinations as the students have already undertaken Online examinations for completing their internal assessment.

The following pattern is to be followed for 4 and 2 credit courses for an online exam:

For B.Ed., M.Ed., and M.A. Education programmes

4-Credit Course

- **Online Quiz:** The quiz shall consist of 20 questions. These questions shall be set from all 4 units of the curriculum. Each question will be of 2 marks each.

Total Marks: 40

- **Open Book Questions:** There shall be 4 Open Book Questions to test the applicability of the concepts learnt with one question being set from each unit. A student shall be required to attempt 2 questions in all. Each question will be of 10 marks and the length of the answer shall not exceed 500 words. Students are required to write the questions on a ruled sheet and then click and upload the picture/s of the answer sheet in their respective Google Classrooms.

Total Marks: 20

2-Credit Course

- **Online Quiz:** The quiz shall consist of 10 questions. These questions shall be set from all 3 units of the curriculum. Each question will be of 2 marks each.

Total Marks: 20

- **Open Book Questions:** There shall be 3 Open Book Questions to test the applicability of the concepts learnt with one question being set from each unit. A student shall be required to attempt 2 questions in all. Each question will be of 5 marks and the length of the answer shall not exceed 250 words. Students are required to write the questions on a ruled sheet and then click and upload the picture/s of the answer sheet in their respective Google Classrooms.

Total Marks: 10



For B.Ed. Special Education programme

4-Credit Course

- **Online Quiz:** The quiz shall consist of 15 questions. These questions shall be set from all 5 units of the curriculum. Each question will be of 2 marks each.

Total Marks: 30

- **Open Book Questions:** There shall be 5 Open Book Questions to test the applicability of the concepts learnt with one question being set from each unit. A student shall be required to attempt 3 questions in all. Each question will be of 10 marks and the length of the answer shall not exceed 500 words. Students are required to write the questions on a ruled sheet and then click and upload the picture/s of the answer sheet in their respective Google Classrooms.

Total Marks: 30

2-Credit Course

- **Online Quiz:** The quiz shall consist of 10 questions. These questions shall be set from all 3 units of the curriculum. Each question will be of 2 marks each.

Total Marks: 20

- **Open Book Questions:** There shall be 3 Open Book Questions to test the applicability of the concepts learnt with one question being set from each unit. A student shall be required to attempt 2 questions in all. Each question will be of 5 marks and the length of the answer shall not exceed 250 words. Students are required to write the questions on a ruled sheet and then click and upload the picture/s of the answer sheet in their respective Google Classrooms.

Total Marks: 10

Time Duration

For B.Ed., M.Ed., and M.A. Education programmes

For 4 Credit Courses:

10:30 am to 11:00 am- To attempt the Quiz

11:10 am to 12:50 pm Open Book Examination (2 Questions of 50 minutes duration Each)

12:50 pm to 1:30 pm- To finish uploading the material to Google Classroom

For 2 Credit Courses:

10:30 am to 11:00 am- To attempt the Quiz

11:10 am to 12:10 pm Open Book Examination (2 Questions of 30 minutes duration each)

12:10 pm to 12:50 pm- To finish uploading the material to Google Classroom



For B.Ed. Special Education programme

For 4 Credit Courses:

10:30 am to 11:00 am- To attempt the Quiz

11:10 am to 1:40 pm Open Book Examination (3 Questions of 50 minutes duration Each)

1:40 pm to 2:20 pm- To finish uploading the material to Google Classroom

For 2 Credit Courses:

10:30 am to 11:00 am- To attempt the Quiz

11:10 am to 12:10 pm Open Book Examination (2 Questions of 30 minutes duration each)

12:10 pm to 12:50 pm- To finish uploading the material to Google Classroom

Online Quiz: The online Quiz shall be conducted using the Quizzes Website. All teachers shall prepare the quiz using their account and share the link for the students through their respective Google Classrooms at the time of start of the examination.

Open Book Examination: The questions for the open book examination shall be released through the respective Google Classroom accounts of the teachers at 11:00 am after the completion of the online quiz.

Viva Examination: All the courses that have the requirement of a Viva Examination; the same shall be conducted online using either Zoom or Google Meet. A recording of the viva shall be stored for evaluation purposes.

Instructions for setting the Open Book Examination paper are being circulated separately. All faculty members are requested to submit the copies of their question papers to the Controller of Examination for moderation and final approval.





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NOTE:

In view of the Covid-19 pandemic, examinations of semester-IV of B.Ed., B.Ed. Special Education (ID), M.Ed. and M.A. (Education) Session 2018-20 and former students of Semester IV were postponed till further orders vide notification No. MCEA/Exams/3832-3839 dated 06-07-2020. The online Open Book Examinations for the students of Semester-IV of all classes for the session 2018-20 have started w.e.f. 24-08-2020.

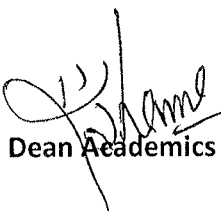
There are two former students in B.Ed. course Semester-IV Session 2017-19, who have applied on prescribed form to appear in the examination to be held in the year 2020.

In addition to it, there are 13 former students in B.Ed. course Session 2018-20, 02 former students of the Session 2017-19, 01 former student in B.Ed. Special Education (ID) course Session 2017-19, 02 former students of the Session 2018-20, 02 in M.A. (Education) Session 2017-19 and 03 in M.Ed. Courses Session 2018-20 in Semester –II who have applied for appearing in the End Semester Examination, 2020 (the details are enclosed in annexure).


The proposed exam can either be conducted as per the past practice or the examination can be conducted online (Open Book Examination) for the students of B.Ed., B.Ed. Special Education (ID), M.Ed. and M.A. (Education) on the analogy of the Open Book online Examination conducted for the students of semester-IV, Session 2018-20.

Keeping in view the present scenario please guide the office of the Controller of Examinations, how to conduct the examination of the offersaid former students.

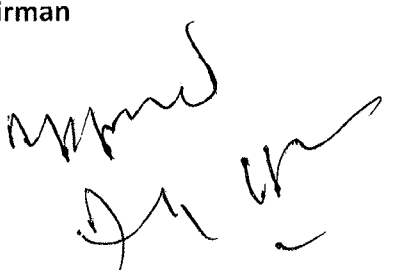
Submitted for orders.


Dean Academics


Assistant Registrar (Exams.)


Controller of Examinations


Principal / Chief Controller of Examination


Chairman

To be conducted through
online mode


16/9/20



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Note:

The Heads of the U.G. & P.G. Departments of MIER College of Education (Autonomous) have proposed that the examinations of Semester - III of B.Ed., B.Ed. Special Education (ID), M.Ed. & M.A. (Education) may be conducted in 2nd week of December, 2020. In this regard, it is submitted that recently the examinations of II & IV semesters were conducted during August - September, 2020 adhering to the following practice in view of the COVID - 19 Pandemic :-

1. For all students of semester-II, the College shall conduct Internal Evaluation (which can be Internal Assessment/Assignments). So, 50% weightage shall be given to the internal evaluation and remaining 50% weightage to the average marks secured by the students in the preceding semester (semester - I). This is as per the UGC guidelines of giving 50% weightage to the previous semester awards and 50% weightage to the internal evaluation awards of the semester in question.
2. In view of Covid-19 Pandemic, Examinations of semester IV of B.Ed., B.Ed. Spl. Education (ID), M.Ed. & M.A. (Education) Session 2018-20 and former students of Semester -IV were conducted Online (Open Book Examinations) for the Students of all Classes.

The University Grants Commission (UGC) has not issued any guidelines for conduct of semester -III examinations till date as these exams are to be conducted in the month of December 2020. However, Govt. of India on 22-09-2020 has approved UGC guidelines (placed opposite) on academic calendar for the Ist year of U.G. and P.G. students of the University for the session 2020-21 and also for conduct of Ist semester exam in view of the Pandemic. It will not be out of place to mention here that the University of Jammu has recently conducted B.Ed. IV semester examinations on offline mode.

In view of the above, orders for conduct of III semester examinations are solicited whether -

- i) The practice already followed for II semester or IV semester (as mentioned under Para-I) may be followed for III semester of UG/PG examinations also by involving internal faculty for paper setting and evaluation.

OR

- ii) The offline examinations may be conducted for III semester examinations of all the U.G. and P.G. classes.

Submitted for orders,

[Signature]
3/12/20
ASSTT. REGISTRAR

[Signature]
03/12/20
DEAN ACADEMICS

[Signature]
3/12/20
CONTROLLER OF EXAMINATIONS

We shall be conducting online examination as conducted for Semester IV earlier. A meeting be conducted to discuss the process of the exam with the HOD's & Dy HOD's and Dy COE.

PRINCIPAL/CCOE

[Signature]
3/12/20

The matter stands discussed and approved by meeting Chairman Sir

[Signature]
3/12/20

CHAIRMAN

AR (Examination)
Please issue a circular for meeting to be held on 4.12.20 at 3pm in Committee room.

[Signature]
3/12/20



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MINUTES OF THE MEETING REGARDING CONDUCT OF III SEMESTER EXAMINATIONS OF ALL THE UNDER GRADUATE & POST GRADUATE COURSES BEING RUN IN THE MIER COLLEGE OF EDUCATION (AUTONOMOUS) HELD ON 07-12-2020 AT 11:30 AM IN THE COMMITTEE ROOM, MIER.

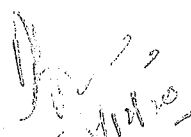
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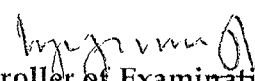
1. Dr. Adit Gupta (in the Chair)
2. Prof. N.R. Sharma
3. Prof. H.R. Shan
4. Dr. Mool Raj Sharma
5. Dr. Rohnika Sharma
6. Dr. Nishta Rana
7. Dr. Monika Bajaj
8. Dr. Bharti Tandon
9. Mr. P.P. Sharma

The Controller of Examinations placed on table the items for discussion. After threadbare discussion, the following recommendations were made:-

1. The examination for III semester of B.Ed., B.Ed. Special Education (ID), M. Ed. & M.A. (Education) Courses to be held during January 2021 shall be conducted through Online mode due to Covid -19 Pandemic.
2. The Question papers for the aforesaid online examinations shall be set in the following manner:-
 - a) For a 4 Credit Course:
 - i) Four Open Book questions carrying 10 marks each spread over all the units of syllabi shall be set. The answer for each question shall not be less than 400-500 words.
 - ii) A Quiz consisting of 20 questions carrying one mark each shall be set.
 - b) For a 2 Credit Course:
 - i) Two Open Book questions carrying 10 marks each. The answer of each question shall not be less than 400-500 words.
 - ii) A Quiz consisting of 10 questions carrying one mark each shall be set.

3. Each paper setter shall set two sets of question paper for the Open Book examinations and send the same to the Controller of Examinations in a sealed envelope.
4. The Controller of Examinations shall get the question papers moderated and then one set of question paper for each course of study (Semester III), duly selected by the Controller of Examinations, shall be sent for printing.
5. The Time duration for a four credit course shall be 04 hours (03 hours for answering the questions and 01 hour for uploading the answers script) and for a two credit course it shall be two and half hours ($1\frac{1}{2}$ hours for answering the questions and 01 hour for uploading the answers script).
6. The Controller of Examinations shall issue the date sheet for the conduct of examinations. The examinations shall start from 5th January, 2021 onwards.
7. The Superintendents of Examination Centres shall upload the question papers online on the day of examination.
8. The process of conduct of Examinations & Evaluation shall remain the same as has been followed for IV semester examinations of all the Under Graduate & Post Graduate Courses during August, 2020.


Principal/CCOE


Controller of Examinations
8/12/20