

Extraordinary Ordinance

(Addendum to HBTU Ordinances for B.Tech., M.Tech., MCA and PhD)

The University will implement the Ordinances of B.Tech, M.Tech, MCA and Ph.D. with all rules and regulations as described/defined/stated in the existing respective ordinances with true spirit unless there is a problem of serious nature or failure of teaching, research, training and exam due to war, flood, drought, fire, cyclone, earthquake or any other calamity like Covid-19 (Corona Virus Disease etc.) caused by nature, civil commotion, insurgency and/or any circumstances beyond the reasonable control of University and affecting the regular academic, training and research activities (Force Majeure). The advisory issued by Government/AICTE/UGC will be taken into consideration in this regard. If, however, the completion of teaching, research, training and examination is delayed for longer period due to Force Majeure condition(s) then the Vice Chancellor of the University has the power to the swapping of course(s), squeezing or extension of semester(s) and/or to change the nature of teaching, research, training and exam (i.e. offline/online or any other type which deems-to-be-fit in the best interest of academics) maintaining the standard of education, provided that such Force Majeure conditions are not of a nature which make it impossible to implement the existing ordinance of B.Tech, M.Tech, MCA and Ph.D. The University shall intimate to its faculty, staff, students and other related officials and functionaries in time regarding such change due to Force Majeure. Under aforementioned abnormal conditions and non-functioning of the University for longer duration following clauses will come into force and replace the relevant part of original ordinance and shall be denoted as **Extraordinary Ordinance**.

- a. As per the ordinance of the university there shall be two regular semesters in one academic year. The odd semester is between July to December while even semester is normally in between January to May. In case of the pandemic situation the duration of these semesters can be extended up to a certain limit beyond which it will affect the commencement of following semester or forthcoming academic session. The Extraordinary situation may prevail in a semester in three different manners.

Case 1: The Extraordinary situation prevails in **last phase of the semester** [Annexure-A]







Case 2: The Extraordinary situation prevails only at **the start of the semester** [Annexure-B]

Case 3: The Extraordinary situation prevails in almost **throughout the semester** [Annexure-C]

The following provisions are suggested for these three different cases.

Case 1: Extraordinary situation prevails in last phase of the semester

- (i) In this situation the odd semester can be extended up to two months without any change in the existing ordinances. In case there is a need to extend the odd semester beyond two months

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due to force majeure situation then all the students will be promoted to the next semester without conducting their end semester examinations [Offline examinations] in the university premises. In such case, the marks will be awarded as per the norms prescribed in annexure-A. (ii) The extension of even semester with the existing ordinances for final year is possible for one month while for remaining other students it can be extended up to two months. On extension beyond one month for final year students and beyond two months for remaining students, the results will be declared without conducting their end semester examinations in the university premises [Offline examinations]. In such a case the marks will be awarded as per the norms prescribed in Annexure-A.

Case 2: Extraordinary situation prevails only at the start of the semester

If the pandemic situation is at the beginning of the semester while the end semester examinations are possible to conduct in offline mode then the semester marks will be awarded as per the norms prescribed in Annexure-B.

Case 3: Extraordinary situation prevails in almost throughout the semester

In case the pandemic situation prevails throughout the semester then the all the courses are to be taught in online mode. The award of the sessional and end semester examination marks will be as per Annexure-C.

- b. In such force majeure situation no student will be detained due to the shortage of attendance.
- c. The swapping of semester is possible for final year students in the Extraordinary situations (if required).
- d. It will be possible to review the Extraordinary Ordinance due to unforeseen situations in the larger interest of the students from time to time.
- e. The directives of AICTE/ UGC/ State Government shall prevail and the pandemic ordinance shall be duly modified.
- f. However in the present scenario of COVID-19 pandemic situation for Even Semester (2019-20) the modus operandi of semester evaluation will be followed as per norms prescribed in Annexure-D

g. Power to modify :

The Vice-Chancellor can take any decision on any issue in the force majeure situation not covered in this extraordinary ordinance on the recommendation of Dean, Academic Affairs / Committee constituted by Vice-Chancellor.

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Annexure –A

{Case 1: Extraordinary situation prevails in last phase of the semester}

I – Theory based courses (including Non-Credit Courses)^

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50)		
	MSE	30	MSE conducted by the university / Online MCQ based test including make-up test.
	TA	20	Continuous assessment through assignments / quizzes / aptitude etc. (including conducted through online mode)
2	End Semester Marks (ESM) (50) ^{*#}	20[40%]	Online MCQ based test through google forms/ similar applications.
		30[60%]	Best of (the Percentage scored in the previous Semester ESM x 0.3) and (average percentage of all past semesters ESM x 0.3)
Or			
3.	End Semester Marks (ESM) (50) ^{*#}	50[100%]	In case option 2 is not possible due to unavailability of study material/ data/ internet connectivity etc., then the students will be promoted based on Best of (the Percentage scored in the previous Semester Examination x 0.5) and (average percentage of all past semesters x 0.5)

Note: Online MCQ tests will be conducted through google forms / similar applications.

^ Ex / Readmitted student shall also be governed by the above criteria.

***** In case of first year, odd semester, the students will be promoted based on sessional / online assessment.

All types of carryover / special carryover exam will be conducted in offline mode immediately after the force majeure condition is normal and University is opened.

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II – Theory–cum–Lab based courses

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50)		
	MSE	15	MSE conducted by the university / Online MCQ based test including make-up test.
	TA	20	Continuous assessment through assignments / quizzes / aptitude etc. (including conducted through online mode)
	Lab	15	Continuous assessment through quizzes / lab conduction / viva etc. (including conducted through online mode)
2	End Semester Marks (50) ^{*#}	20[40%]	Online MCQ based test through google forms/ similar applications.
		30[60%]	Best of (the Percentage scored in the previous Semester ESM x 0.3) and (average percentage of all past semesters ESM x 0.3)
or			
3.	End Semester Marks (50) ^{*#}	50[100%]	In case option 2 is not possible due to unavailability of study material / data / internet connectivity etc., then the students will be promoted based on Best of (the Percentage scored in the previous Semester Examination x 0.5) and (average percentage of all past semesters x 0.5)

Note: Online MCQ tests will be conducted through google forms / similar applications.

^ Ex / Readmitted student shall also be governed by the above criteria.

* In case of first year, odd semester, the students will be promoted based on sessional / online assessment.

All types of carryover / special carryover exam will be conducted in offline mode immediately after the force majeure condition is normal and University is opened.

III – Seminars / Industrial Training

Through offline/online report submission & oral examination. The evaluation committee will be same as prescribed in the ordinances of the University effective from the session 2019-20.

IV–Project / Dissertation

Through online report submission & oral examination on online audio visual interactive platform like Google Meet, Zoom, Webex Meeting, Microsoft Meets etc. The evaluation committee will be the same as prescribed in the ordinances of the University effective from the session 2019-20.

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Annexure –B

{Case 2: Extraordinary situation prevails only at the start of the semester}

I – Theory based courses (including Non-Credit Courses)

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50)		
	MSE	30	MSE conducted by the university / Online MCQ based test including make-up test.
	TA	20	Continuous assessment through assignments / quizzes / aptitude etc. (including conducted through online mode)
2	End Semester Marks (50)	50	End semester examination through offline mode in the University.

Note: Online MCQ tests will be conducted through google forms / similar applications.

II – Theory-cum-Lab based courses

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50)		
	MSE	15	MSE conducted by the university / Online MCQ based test including make-up test.
	TA	20	Continuous assessment through assignments / quizzes / aptitude etc. (including conducted through online mode)
	Lab	15	Continuous assessment through quizzes / lab conduction / viva etc. (including conducted through online mode)
2	End Semester Marks (50)	50	End semester examination through offline mode in the University.

Note: Online MCQ tests will be conducted through google forms / similar applications.

^ Ex / Readmitted student shall also be governed by the above criteria.

* In case of first year, odd semester, the students will be promoted based on sessional / online assessment.

All types of carryover / special carryover exam will be conducted in offline mode immediately after the force majeure condition is normal and University is opened.

III – Seminars / Industrial Training /Project / Dissertation

Through offline/online report submission & oral examination. The evaluation committee will be the same as prescribed in the ordinances of the University effective from the session 2019-20.

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Annexure – C

{Case 3: Extraordinary situation prevails in almost throughout the semester}

I – Theory based courses (Including Non-Credit Courses)^

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50) MSE	30	Online MCQ based test including make-up test. Online continuous assessment through assignments / quizzes / aptitude etc.
	TA	20	
2	End Semester Marks (50)#	50	Online exam through facilities, like google forms or equivalent dedicated softwares

Note: Online MCQ tests will be conducted through google forms / similar applications.

^ Ex / Readmitted student shall also be governed by the above criteria.

Including all carryover / special carryover.

II – Theory – cum – Lab based courses ^

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50) MSE	15	Online MCQ based test including make-up test. Online continuous assessment through assignments / quizzes / aptitude etc. Online quiz and oral viva through online audio visual interaction platform.
	TA	20	
	LAB	15	
2	End Semester Marks (50)#	50	Online exam through facilities, like google forms or equivalent dedicated softwares

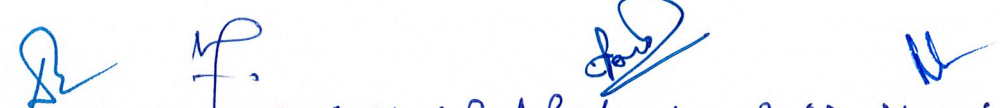
Note: Online MCQ tests will be conducted through google forms / similar applications.

^ Ex / Readmitted student shall also be governed by the above criteria.

Including all carryover / special carryover.

III – Seminars / Industrial training / Project / Dissertation

Through online report submission & oral examination on online audio visual interactive platform like Google Meet, Zoom, Webex Meeting, Microsoft Meets etc. The evaluation committee will be the same as prescribed in the ordinances of the University effective from the session 2019-20.


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Annexure – D

{For present COVID-19 Pandemic Situation}

Applicable for all Regular / Readmitted / Ex-students of B. Tech., M. Tech., MCA and PhD

I – Theory based courses (Including Non-Credit Courses)

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50) MSE	30	Online MCQ based test including make-up test.
	TA	20	Online continuous assessment through assignments, quizzes, aptitude etc.
2	End Semester Marks (50) (ESM)	50	Best of (the Percentage scored in the previous semester ESM x 0.5) and (average percentage of all past semesters ESM x 0.5)

II – Theory – cum – Lab based courses

S.No.	Component of Marks	Marks Distribution	Assessment
1	Sessional Marks (50) MSE	15	Online MCQ based test including make-up test.
	TA	20	Online continuous assessment through assignments, quizzes, aptitude etc.
	LAB	15	Online quiz and oral viva through online audio visual interaction platform.
2	End Semester Marks (50) (ESM)	50	Best of (the Percentage scored in the previous semester ESM x 0.5) and (average percentage of all past semesters ESM x 0.5)

III – Lab courses

S.No.	Component of Marks	Assessment
1	Sessional Marks (50)	On the basis of attendance and experiments performed till the last date of Classroom Teaching before Lockdown.
2	End Semester Marks (50)	On the basis of Quiz and Viva to be conducted in Online mode (involve external Examiner for Final Year).

III – Seminars / Industrial training / Project / Dissertation

Through online report submission & oral examination on online audio visual interactive platform like Google Meet, Zoom, Webex Meeting, Microsoft Meets etc. The evaluation committee will be the same as prescribed in the ordinances of the University effective from the session 2019-20.

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Important Note:

1. All the students (except final year) will be promoted to next semester as per the procedure let down in point 5.0 of AICTE guidelines.
2. For the Final Year students same process for semester evaluation shall be adopted.
3. All types of carryover / special carryover exam will be conducted in offline mode immediately after the force majeure condition is normal and University is opened.
4. Students have to fill the examination form for Even Semester Examination of session 2019-20.
5. No student will be detained from appearing in the Final Assessment on the basis of Attendance.
6. Any student who for some genuine reasons is not able to attend the final assessment of the project viva; his final assessment shall be conducted immediately after the university reopens. The result of such students will be withheld till their assessment is conducted by the institute and the marks are awarded.
7. Any student who wishes to appear for the improvement of his / her awarded grades will be given only one attempt in the next academic year (2020-21). To improve his / her grades, the students can fill the examination forms and appear in the End Semester examination of that subject in the subsequent academic year. For all such cases, after the evaluation, obtained marks/ grades awarded to the student will be considered final and an updated marks/ grade sheet will be issued to the student. This attempt will not be treated as Carry Paper. However, the student will get only one attempt in the next academic year for appearing in the improvement.
8. Students who have any carryover in the previous semester / year's subjects; their final results shall be kept withheld and the University will conduct an examination for the even semester carry over papers of session 2019-20 after the University is opened for the students. After the result of the carryover papers is declared, their updated grades will be calculated and the result will be declared.
9. The Vice-Chancellor has the power to modify/ change the above provisions in the interest of students at any time.

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The examination guidelines from AICTE, New Delhi vide their letter no. AICTE/MS Office/Special 02 dated 01 May 2020


1. Maintaining the sanctity of academic expectations and integrity of examination process, the universities may adopt alternative and simplified modes and methods of examinations to complete the process in shorter period of time in compliance with CBCS requirements as prescribed by UGC from time to time. These may include MCQ/OMR based examinations, Open Book Examination, Open Choices, assignment/presentation-based assessments etc.
2. The universities may adopt efficient and innovative modes of examinations by reducing the time from 3 hours to 2 hours assigned to each examination, if need arises but without compromising the quality, so that the process may be completed in multiple shifts and, at the same time, sanctity to evaluate the performance of a student is also maintained.
3. The universities may conduct Terminal / Intermediate Semester / Year examinations in offline / online mode, as per their Ordinances/ Rules and Regulations, Scheme of Examinations, observing the guidelines of "social distancing" and keeping in view the support system available with them and ensuring fair opportunity to all students.
4. Terminal semester / year examinations for PG/ UG courses/ programmes may be conducted by universities as suggested in the academic calendar keeping in mind the protocols of "social distancing".
- ✓ 5. For intermediate semester/year students, the universities may conduct examinations, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different regions / state and other factors.


In case the situation does not appear to be normal in view of COVID-19, in order to maintain "social distancing", safety and health of the students, grading of the students could be composite of 50% marks on the basis of the pattern of internal evaluation adopted by the universities and the remaining 50% marks can be awarded on the basis of performance in previous semester only (if available). The internal evaluation can be continuous evaluation, prelims, mid-semester, internal evaluation or whatever name is given for student progression.


In the situations where previous semester or previous year marks are not available, particularly in the first year of annual pattern of examinations, 100% evaluation may be done on the basis of internal assessments. If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester. This provision for intermediate semester examinations is only for the current academic session (2019-20) in view of COVID-19 pandemic, while maintaining safety and health of all the stakeholders and sanctity and quality of examinations.

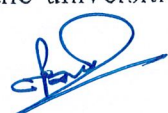
6. In addition to the above, following steps are required to be taken:
 - i. The scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every



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