SOPs APPROVED BY THE 65TH ONLINE ACADEMIC COUNCIL HELD ON JUNE 08, 2020

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Office of the Controller of Examinations
No. PMAS-AAUR/CE/1092
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Subject: Mid -Term Exams/ Assessment Final- Term Exams/ Assessment and Result Submission for Spring Semester 2020

This is in Reference to the Registrar’s notification issued vide no. PMAS-AAUR/2078 Dated: 20.05.2020, regarding the upcoming Mid and Final Exams of Spring Semester 2020.

Due to Covid-19 scenario, and as per HEC’s instructions, the classes of Spring semester 2020 are being held online, according to the SOPs, that were developed with the help of Campus Management system (CMS) As for the assessments/examinations of the courses enrolled in Spring semester 2020 by the students following guidelines and sops are suggested here as under:

01. Mid- Term Exams/ Assessment:

- As per Registrar’s notification, reference given above, the Mid-term exams are going to held by mid of June. Therefore, the Deans/Directors are requested to ask the concerned teachers to assess the student’s, performances, by giving them assignments as Mid-term exam.
- Controller of Examination will announce Date Sheet for Mid-term exams and the last date for result submission will be exactly one week after the conduct of last exam in the date sheet.

Responsibility on part of Teachers:

- The teachers will prepare question paper for Mid term exam on the prescribed format that will be made available on the LMS of university website and will upload the paper on the date of exam as per date sheet through LMS on the university website.
- After 48 hours the teachers will download and print the assignments completed by students and will mark them on the basis of, letter grades and marks according to previous prevailing weightage of Mid Exams in every department as per credit hours of each course.
- The teachers will then prepare the award list as per previous practice through university CMS.
- It is mandatory for the teachers to show/upload the award list of mid-term exam to students before submitting it to controller’s office.
- The teachers will be bound to submit duly signed award lists, along with only front page of marked assignments in hard copy, to the controller office. Teachers
will be responsible to keep the entire assignments and provide them in future in case any dispute or legal matter appears.

- As HEC pointed out the examination might not be fair and chances of cheating, unpermitted collaboration and plagiarism might increase so teachers need to take measure and clearly stating the consequences to the students will have to face in case of breaching the rules related to fair exams.

**Responsibility on part of Students:**

- The students will download the Assignments through LMS from university website and will have to complete and submit them within 48 hours, on each day of exam as per date sheet.
- The students who will fail to submit the Assignments within prescribed time will be considered fail.

02. **Final-Term Examination:**

- As per Registrar’s notification, the final term exams will held by the 1st week of August, short questions based exam, with limited answering space will be constructed, on the basis of open book but unseen exams type, and there will be time constraint imposed on students to submit it, after getting it generated from the University website or CMS.
- In case, the situation gets better, physical exams may also take place instead of online examination just like the previous practice, and for theory and practical exams, social distancing and other covid-19 Sops will be taken into account.
- Controller of Examination will announce Date Sheet for Final-term exams and the last date for result submission will be exactly one week after the conduct of last exam in the date sheet.

**Responsibility on part of Teachers:**

- The teachers will construct the question paper for each course, containing short questions, MCQs are not allowed, and will upload it on the day of exam as per date sheet.
- When the time limit for exam that will be provided ends, the teacher will download and print the paper and will evaluate the papers on basis of marks and letter grades as per previous practice, depending on the credit hours of the course.
- The teachers will then prepare final award list categorically describing the Final term, assignments and final terms marks just as previous practice through CMS.
- After evaluating the papers, it is mandatory for the teachers to show/upload the final award lists to students before submitting them in the controller’s office.
- Teachers will be bound to submit the signed award list along with papers/exam sheets in hard form to the Controller’s office.
• As HEC pointed out the examination might not be fair and chances of cheating, unpermitted collaboration and plagiarism might increase so teachers need to take measure and clearly stating the consequences to the students will have to face in case of breaching the rules related to fair exams

Responsibility on part of Students:

• The students will download the exam paper through LMS from university website on the day of exam and will have to complete and submit it within prescribed time limit, on each day of exam as per date sheet.
• The students who will fail to submit the exam paper within prescribed time will be considered fail.

03. Semester Evaluation:

• The students can repeat fail courses in the next semester, as per previous policy.
• Students who will not generate online final exam paper and do not submit the final term examination will be considered fail in that course.
• Those students who were ceased in Fall semester 2019-20, or previous semester and those who don’t want to continue this semester due to any issue, are allowed to discontinue the studies for spring 2020, before final term examination. i.e. till 30th July, 2020.
• For discontinuation students should be guided by the department to follow the already set procedures so that it can be notified by the concerned authority timely i.e. before start of final term exams.
• The departments and teachers are requested to inform the students about the current policies.
• Responsibility regarding fair examination and evaluation lies on the concerned teacher.

Dean Offices/Departments and teachers will guide the students about the latest advancements and policies of the exams for spring semester 2020, and will keep them updated about date sheet and the procedure of taking exam.

Controller of Examinations
RELAXATION AND AMENDMENTS IN RULES FOR POST GRADUATE RESEARCH STUDENTS

In accordance with the SOP’s already approved by University Academic Counsel during its meeting held on 30th April 2020 and keeping in view the guidelines of Higher Education Commission conveyed by HEC Covid-19 Policy Guidance No. 6a(PhD/MPhil/MS Defense & Final Juries) the PMAS-Arid Agriculture University has decided following rules & regulations amendments / relaxation till 30th September 2020.

1. **Synopsis Defense**

   For Ph.D. Students: Before the start of 4th semester for full time students and for part time student before the start of 5th semester, must be open house defence before submission. Otherwise no further enrollment will be done and students have to discontinue. The last date for the open house synopsis defense is decided 30th of September 2020, the following committee is suggested for evaluation.

   a) Dean of the Faculty/Director of the Institute (Chair)
   b) Chairman of teaching department (Member)
   c) Supervisor and Supervisory Committee (Member)
   d) Director QEC or His Nominee (Member)
   e) Director Advanced studies Or His Nominee (Member)
   f) Research Coordinator (Member)

   - The supervisor will ensure the presence of all members before the start of defence.
   - Research students and faculty members of the relevant departments are required to attend the defence.
   - Social distancing, Sanitizer and mask are mandatory if defence is conducted in Seminar room.
   - Defence can be conducted online by using technologies like zoom, Microsoft team etc.
   - For online defence the supervisor will move the request of defence along with Meeting I.D. of zoom/team etc and DAS will circulate for open house defence.
   - Online defence should be recorded and attendance should be marked from the software and be attached with the minutes.
The quorum of the defence committee should be not less than 5 members out of which 4 people are required to pass for qualifying.

The evaluation will be marked numerically and less the 60% marks will be declared fail and need to defend again with the interval of at least 3 months and student has to discontinue the semester.

2. Comprehensive Examination:

(a) For Master Students: All M.Phil/MS/M.Sc (Hons.) students will be exempted from comprehensive examination which is due in Spring 2020 and university has already decided the same for future students in the previous AS&RB and Academic Council held in March 2020.

(b) For Doctor Students:

Written Comprehensive Examination: The Controller of Examination will issue the faculty vise proper date sheet to conduct the comprehensive examination (Written) of PhD students (A, B & C) due in Spring 2020 during the month July, 2020 and social distancing including sanitizer & mask will be observed according to SOP's. The examiner will mark the paper and submit to the controller of examination well in time to declare the result according to university rules.

Oral Examination: According to existing rule (184(ii-a) regarding oral comprehensive examination, it is mandatory to appear for oral examination within 6 months from the date of declaration of written comprehensive results is hereby relaxed and student can appear for oral examination till 30th September 2020 who has passed the written comprehensive examination in Fall 2019-20. However, students are advised to complete their comprehensive examination as early as possible.

3. Thesis

a) For Master Student: The rules 169(f) stating that the Controller of Examination shall get the thesis evaluated within three months after the date of its submission/resubmission in his office. Any delay beyond three months must be brought to the notice of the Vice-Chancellor is hereby relaxed and thesis can be evaluated even after 3 months till 30th months till 30th September 2020 due to pandemic
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situation of COV-19 for the students who have already submitted semi-final theses.

1. The on-line viva exam can be conducted after the submission of semi-final thesis.

2. Online viva exam should be recorded and attendance should be marked from the software and be attached with the minutes.

3. The supervisor in writing will inform the Controller of Examination and Directorate of Advanced Studies about the date, time and venue to conduct online viva.

4. The member(s) of supervisory committee will be mandatory to part of on-line viva exam.

5. Research coordinator of the said department will participate as Chair during this process.

6. Viva can be conducted through Skype, Zoom or any other software arrangement taking student, supervisory committee and external examiner online.

7. If the student qualifies the viva exam, the signature of supervisory committee and external examiner should be in original form rather than scanned copy.

8. Already approved procedures / rules will be strictly followed as per university catalogue.

9. The rules 170(iv) relating to submission of 4 (four) hard bound copies of corrected / modified version of the thesis shall have to be submitted within 2 months of viva voce examinations is hereby relaxed and hard bound thesis can be submitted till 30<sup>th</sup> of September 2020, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, these students shall submit the hard bound thesis within extended period of four-month, but only after Vice Chancellor’s permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.

b) For Doctor Students (Thesis open house defence):

The following committee is suggested for open house defence of PhD student after the completion of research:

| a)          | Dean of the Faculty / Director of the Institute | (Chair) |
| b)          | Chairperson of Teaching Department             | (Member) |
| c)          | Supervisor and Supervisory Committee           | (Member) |
| d)          | Director QEC or His Nominee                    | (Member) |
| e)          | Director Advance Studies or His Nominee        | (Member) |
| f)          | Research Coordinator                           | (Secretary) |
• The supervisor will ensure the presence of all members before the start of defence.
• Research students and faculty members of the relevant departments are required to attend the defence.
• Social Distancing, Sanitizer and mask is mandatory if defence is conducted In Seminar room
• Defence can be conducted online by using technologies like zoom, Microsoft team etc
• For online defence the supervisor will move the request of defence along with Meeting I.D of zoom/team etc and DAS will circulate for open house defence.
• Defence should be recorded and attendance should be marks from the software and be attached with the minutes
• The quorum of the defense committee should be not less than 5 members out of which 4 people are required to pass for qualifying
• The evaluation will be marked numerically and less the 60% marks will be declared fail and need to defend again with at least the interval of at least 3 months and student will do the enrollment.

c) Thesis Foreign evaluation (Electronically):
In the current scenario of COVID-19 Pandemic and in accordance with the HEC guideline, The PhD Thesis can be evaluated electronically as International postial service are not functional properly and in some countries delivery of thesis to foreign evaluators is also big hurdle.
• The Controller of examination after following all the already prescribed formalities will send the thesis to the foreign evaluator by email along with the required Performa.
• The foreign examiner will send the duly signed copy of the report along with his required remarks to the controller of examination by email
• The controller of examination will print the report for his record and also send hard copy to Directorate of Advance studies for the supervisor.

d) PhD students Viva exam:
1. After the successful foreign evaluation of thesis on-line viva exam process can be initiated for final thesis defense with published paper according to university rules.
2. Already approved procedures/rules will be strictly followed as per university catalogue.
3. The concerned Dean/Director will notify the internal examiner.

4. The supervisor with the consent of external and internal examiner will inform the date, time and venue for online viva exam to DAS for notification. A gap of 10 days may be ensured between the dispatch date of thesis for external examiners and viva examination.

5. Presence of internal and external examiner will be mandatory during the online thesis viva/defense and will ensure the incorporation of suggestions/comments of foreign evaluators by the student.

6. Director Advanced Studies or his nominee will participate as observer during this online exam

7. If the student qualifies the viva exam, the signature of supervisory committee and external examiners on the prescribed format as designed by HEC should be in original form rather than scanned copy.

8. The university rule 185(XII-D-8) regarding the final hard bound copies is hereby relaxed till 30th September 2020 according to which it was required to submit thesis within one month of the date of viva examination, failing which the candidature for the degree shall stand cancelled. However, in a hardship case, the student shall submit the hard bound thesis within extended period of one month but only after Vice-Chancellor’s permission obtained through proper channel on his/her request, containing special reasons of delay, duly certified by the Supervisor.