

# St. Xavier's Technical Institute, Mahim

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Date: 18<sup>th</sup> May 2020

## Notice of conduction of Summer 2020 Term End Examinations and Academic Calendar in view of COVID-19 Pandemic and Subsequent Lockdown

**Reference:** MSBTE/D-40/Exam-2020/ 83 dated 15<sup>th</sup> May 2020

Considering the difficult times when the entire world is fighting the COVID-19 pandemic, it is the joint responsibility of all the stakeholders to manage multiple important issues relating to academic activities in the institute because of the uncertainty due to lockdown.

While it is crucial to follow measures taken by the Governments to contain the spread of COVID-19, it is also important:

1. To continue educational services by ensuring the safety and security of the students, faculty and staff.
2. To conduct the examinations and declare the results.
3. To facilitate the students to participate in further admissions, placement processes, and training etc.
4. To chalk out a plan for the next academic session.

Taking a holistic view of the present scenario and keeping in mind the fact that institute will be required to follow social distancing for some more time even after the lockdown is lifted, following measure will be implemented

regarding the conduction of examinations:

- i. To follow 6-day week pattern to compensate for the loss of the remaining session of 2019-20 and the new session 2020-21.
- ii. Regarding the requirement of minimum percentage of attendance for the students, the period of lockdown may be treated as 'deemed to be attended' by all the students.
- iii. **The term end examination of Summer 2020 will be conducted only for the final semester ( sixth semester) / final year ( third year) students only.**
- iv. **Point no. iii is also applicable to the students whose results in final semester / final year are 'Fail' or 'RHR' due to failure in those semesters or lower semesters / year.**
- v. For maintaining the sanctity of academic expectations and integrity of examination process, the institute will conduct practical examination in multiple reduced batches in

reduced time slots. The internal and external examiner's for all the examinations will be from our institute.

- vi. The grading of the students will be comprising of 50% marks on the basis of the pattern of internal evaluation adopted by the institute such as continuous assessment, periodical tests, assignments etc., given for student progression and the remaining 50% marks will be awarded on the basis of performance of previous semester. **This is applicable only for intermediate semester / year students ( Regular students of First and Second year).**
- vii. The scheme of "Carry forward" (for the subjects in which the student has failed), will be allowed for the current academic year and every student will be promoted to next semester. However, such students shall appear for a supplementary examination conducted by the institute for the course/s in which he/ she has failed/ remained absent, before the conclusion of the odd term of the academic year 2020 - 2021. Meaning those students who are promoted to third semester will appear for supplementary examination for backlog of semester one. Those students who are promoted to fifth semester will appear for supplementary examination for backlog of semester one, two, three.
- viii. For the students mentioned in point no. vi who are unsatisfied by their grades / result will be allowed to improve their grade by appearing in the even term end semester examination of academic year 2020 – 2021.
- ix. As only the first periodical test was conducted; marks of only that test will be considered out of 20 while calculating the grades / results of all the regular students of all years of academic year 2020 – 2021, instead of calculating the average of periodical test I and II out of 20.
- x. The faculties had already covered 90% of the teaching-learning process for ongoing Even Semester of academic year 2020 – 2021 before the dispersal of classes on 16.03.2020. Hence for the examination conduction the same aforementioned 90% syllabus will be considered. The marks obtained by the student in such a case will be considered as 90% of the maximum marks. For example, if a student obtains 60 marks out of 80 then 90% of 80 is 72. So it is as if the student has obtained 60 marks out of 72, hence he will be awarded 67 marks out of 80:  
 $(60/72)*80 = 66.67 = 67$
- xi. For the students who were unable to apply for Summer 2020 term end examination will be allowed to fill the examination form for 8 working days when the institute reopens.
- xii. The students should be informed well in advance (at least one week) about the conduction of all examinations and other related activities.
- xiii. To impart timely guidance and counselling to the students and parents, the following faculty advisors are appointed:

Chevon De Souza (3rd Year)      09769887524

Gheware R V (2nd Year)  
+917710062941

Ms Sanchita Datta (1st Year)  
09819762917

Students and parents can also drop email on: [examination@xaviertech.com](mailto:examination@xaviertech.com)

## Schedule of Academic Session of 2020 - 2021

Re-opening of Diploma Institutes	15 <sup>th</sup> June 2020 (tentative)
Pre Examination activities	Up to 30 <sup>th</sup> June 2020
Submission of non-theory marksheets/s	Up to 30 <sup>th</sup> June 2020
Declaration of results of students other than Final year Diploma	Up to 15 <sup>th</sup> July 2020
Conduction of theory examination of Backlog and regular courses (subjects) of Final semester/ year	Second to fourth week of July 2020
Conduction of practical examination of Final semester/ year	Fourth to fifth week of July 2020
Declaration of results of Final Semester / Year of Diploma	First week of August 2020
Commencement of academic year 2020 - 2021: i) For all classes except First Year Diploma ii) For First Year Diploma	i) 1 <sup>st</sup> August 2020 ii) 1 <sup>st</sup> September 2020

Regarding the resumption of session, conduct of examinations and commencement of next academic session, the institute will follow in all respects the necessary advisories / guidelines / directions issued by the Central / State Government / AICTE / MSBTE / MHRD or UGC from time to time to prevent the spread of COVID -19.

Sd/-

Dr. S. B. Ghungrad

Principal and Chief Controller of Examination

Cc:

Director, St. Xavier's Technical Institute

Office

HOD

Controller of examinations

Mr. Henry Mendis, for Website