

**THE ISLAMIA COLLEGE OF SCIENCE AND COMMERCE,
SRINAGAR, KASHMIR- 190 002**



**UGC AUTONOMOUS
(NAAC ACCREDITED GRADE-A)**

No: ICS/221
Dated: 10-06-2020

Examination Notification 2020

The Islamia College of Science & Commerce is announcing examination methodology & schedule for those examinations which could not be conducted or were deferred or were due to be conducted during the maintenance of social distancing, lockdown imposed for the safety of citizens by the government owing to global COVID – 19 pandemic.

The methodology adopted stands approved by relevant committees of the College. The methodology adopted is in sync with the University of Kashmir “Mode and Method of Examination Guidelines 2020” and published guidelines of UGC issued vide their notification No. F1-1/202 (Secy) Dated 6-4-2020.

The schedule and methodology for the conduct of the examinations shall be as follows:

SCHEDULE AND SEMESTERS FOR WHICH EXAMINATIONS WILL BE HELD UNDER FRESHLY ADOPTED GUIDELINES IN VIEW OF LOCKDOWN AND SOCIAL DISTANCING NORMS ON ACCOUNT OF COVID -19

POST GRADUATE EXAMINATIONS		
Separate date sheet for examinations shall be issued		
Program	Examination -I	Examination-II
M. B. A	SEMESTER 2ND REGULAR BATCH 2018 and backlog students of Batch 2016/2017 who wish to appear in Backlog subject (s)	SEMESTER 1ST REGULAR BATCH 2019 and backlog students of Batch 2016/2017/2018 who wish to appear in Backlog subject (s)
M. COM	SEMESTER 2ND BATCH 2018	***
M. A - ENGLISH	SEMESTER 2ND BATCH 2018	***
Tentative Date of Examination	16 th June onwards	16 th June Onwards

Important Note:

- This mode and methodology shall be applicable to above mentioned semesters of PG Programmes only.
- Term End examinations- PG-MBA Batch 2017 SEM-4th shall be conducted in the last week of June as per the methodology applicable to term end examinations.

UNDER GRADUATE EXAMINATIONS						
Separate date sheet for examinations shall be issued						
Program	Examination -I		Examination-II		EXAMINATION-III	
UG - Professional & Non-Professional Courses. <ul style="list-style-type: none"> • B.Com • B.Com(H) • B.B.A • B.C.A • B.Sc-IT • B.Sc.- (Medical) • B.Sc. (Non-Medical) • B.A (Single Stream) 	SEMESTER 2nd REGULAR BATCH 2019 backlog students of Batch 2016/2017/2018 who wish to appear in Backlog subject (s)	SEMESTER 4th REGULAR BATCH 2018 backlog students of Batch 2016/2017 who wish to appear in Backlog subject (s)	SEMESTER 5TH REGULAR BATCH 2017 backlog students of Batch 2016 who wish to appear in Backlog subject (s)			
Tentative Date of Examination	23 rd June 2020 onwards	15 th July 2020 Onwards	23 rd June 2020 Onwards			
Important Note:						
<ul style="list-style-type: none"> • This mode and methodology shall be applicable to above mentioned semesters of UG Programmes only. • Term end examinations of all UG Programmes Batch 2017 SEM-6th shall be tentatively conducted in the first week of August as per the methodology applicable to term end examinations. 						

Mode of Examination

1. Students will have to submit Examination Forms on-line at the college website <http://www.islamiacollege.edu.in> and have to deposit examination fee.
2. The examination fee is to be deposited in on-line mode only (credit cards/debit cards/net banking etc.) through payment gateway available on college website.
3. Keeping in view the COVID-19 pandemic the College will only charge 50% (Fifty percent) of the prescribed examination fee for the above scheduled examinations.

4. Only those students who successfully submit examination forms shall be issued examination Roll Numbers. Students who are issued examination roll numbers will be considered for the examination.
5. **This examination will be Assignment based, which will test the knowledge of the subject matter taught.**
6. As per the date sheet on a respective day – the assignment based question paper will be made available to the examinee through the college Learning Management System (LMS) on student's dash board at 11:00 A.M and the same shall have to be returned within 4 days (96 Hours) without fail. The 4 days' time period for submission of an assignment is provided to ensure overcoming of any glitch in speed/connectivity at student end.

The system will not accept assignment after the cut-off date. Students must ensure to upload the assignment by or before the cut-off date.

7. Incase in a geographical area there is **verifiable internet blockade** for entire period of submission of assignment by a student for any paper and he/she represents the matter , a call will be taken by respective HOD and on the recommendation of controller Examination a special time window of 1 or 2 days shall be provided by Head IT & SS for that paper only. This shall be a special outreach to avoid any inequality to our students.
8. The student has to complete the assignment strictly as per the following procedure;
(STUDENTS TO NOTE CAREFULLY):
 - i. Students have to be innovative in writing the assignments and limit it within prescribed paper limit.
 - ii. Assignment is to be completed by the student in his/her **own hand writing** using **Black Ink**.
 - iii. The assignment is to be **written on A4 Size Ruled sheets of paper**.
 - iv. The assignment is to be completed using a maximum of **10 sheets with writing on one side** of sheet only with a plan which will be enumerated on Assignment based Question paper.
 - v. Every page of assignment is to be legibly marked with Page Number(s).
 - vi. The candidate has to scan every page of the assignment and **save all the pages in a single file in PDF format**. (No other format will be accepted by the system). Students can use **CAM SCANNER** or **EASY SCANNER** app for Android and IOS or any other application suitable for the purpose. The file size should not exceed 12 MB.

- vii. Student(s) must ensure proper illumination and clarity of scan while scanning the assignment sheets, the scanned PDF file must be legible and without any blurs, haze, light reflection etc.
- viii. Student has to ensure to upload the completed assignment file through students console on the college LMS by or before the cut-off dates.

Any lapse on account of non-submission of assignment within cut-off date will render student as absent/not appeared for the subject.

- Viii. The First sheet of the assignment must have the following details, starting from the top:

Name of the Candidate:	_____
Programme :	_____
Batch :	_____
Subject Name :	_____
Exam Roll No(8 Digit) :	_____
Date :	_____ (As per date sheet)
Signature of the candidate:	_____

- ix. Student has to keep safe custody of the hard copy of the assignment uploaded on to the college LMS till the results of the subject are declared. Student may have to produce hard copies of the assignments uploaded promptly **if demanded.**

These directions are issued in view of adoption of Guidelines for conduct of ensuing semester end examinations in view of Lockdown and social distancing norms on account of COVID 19 approved in joint sitting of college Autonomous Committee , College Academic Advisory Committee and NAAC Advisory Committee.

Sd/-
PRINCIPAL

Copy to :

1. Director Colleges.
2. Dean Academics , University of Kashmir.
3. Controller Examinations , University Of Kashmir.
4. Controller Examinations.
5. Convener Autonomous Committee / UGC/Academic Advisory Committee / IQAC.
6. All HODs.
7. PS to Secretary for information of worthy secretary.
8. Record file.