

## Proceedings of the Principals Meeting held on 26.06.2021 at 11.00 AM

18

A virtual meeting with the principals of the affiliated colleges under RDWU was held on 26.06.2021 at 11.00 AM on ZOOM platform, under the chairmanship of Honourable Vice Chancellor, Prof. Aparajita Chowdhury

### Members Present

1. Prof. Sasmita Mohanty, Chairperson PG Council, RDWU
2. Prof Chandi Charan Rath, Director, College Development Council, RDWU
3. Prof Sarita Supkar, Controller of Examinations, RDWU
4. Dr Shikha Singh, Director Student Welfare, RDWU
5. Dr. Geetanjali Naik, Dy-Controller of Examinations
6. Dr. N. Majhi, Dy-Controller of Examinations
7. Mr. Suprit Panigrahi, Dy-Controller of Examinations
8. Principals of Colleges affiliated to RDWU

At the outset, Prof Chandi Charan Rath, Director, College Development Council, RDWU welcomed the august members and appraised the purpose of the meeting. Then he requested the Vice Chancellor along with the other esteemed members present, to share their ideas on smooth conduct of Online End Semester Examinations for UG 6<sup>th</sup> and PG 4<sup>th</sup> Semester students. Hon'ble Vice Chancellor appraised all the members about the the theme of the meeting held with HE Department on 25.06.2021 with respect to conduct of online examinations. Hon'ble Vice Chancellor also discussed the need of online examination during this COVID-19 Pandemic time and the requirement of strong handholding and effective cooperation among all the involved stake holders.

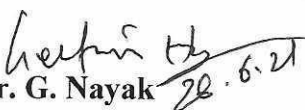
### Matter Discussed

1. The Chairperson PG Council, RDWU will be in charge of all UG and PG examinations of RDWU and the Principals will take care of examinations in their respective colleges.
2. The Controller of Examinations Prof Supkar, discussed, the SOP for smooth conduct of online examinations as detailed below
  - A week prior to the start of the examinations, detailed instructions will be provided to the all the stake holders (CPGC, Principals) regarding the modus operandi of online exams. The same can be shared to the Superintendents, Invigilators, Mentors and students by CPGC and Principals.
  - The scanned copies of questions will be sent two hours prior to start of exams, in the official email ids (CPGC & Principals). In case of exigencies, the questions papers can be sent in the WhatsApp No's of the concerned authority wherever necessary.
  - The CPGC & Principals then will forward the scanned questions to the HOD and then the HOD forwards it to the concerned subject teacher/mentor who then finally provides the question paper to the students 15 minutes before the start of the exams.
  - Questions can also be downloaded through the student login portal provided by NIC.
  - Students after completion of exams, can submit their scanned copies of answer sheets via email or WhatsApp of the concerned teacher whichever is applicable. Students can also upload answer scripts in the Student log in portal. Wherever student has internet connectivity issues or doesn't have access to a smartphone, student can physically submit the answer script to the concerned colleges in the same day.

7

- After receiving the answer scripts from the students, the centre superintends/ principals need to prepare the absentee statement, memo form and packet the scripts in a systematic manner.
  - The information about the Students and Mentors with respect to Online Examination be provided to Controller of Examinations (CoE) in the given format on or before 30.06.2021. The same need to be hosted in the University and College website too.
3. Faulty members (preferably subject teachers) should be designated as mentors and should be in charge of a group of comprising of maximum 20-30 students. The mentor needs to counsel, guide and boost morale of the students during the online exams. The mentor details should be displayed on the institution website.
4. Physically abled and Divyaang students need to be taken care of on priority basis by the concerned mentors.
5. Mentors need to identify the students unable to give examinations due to technical challenges, much prior to the start of examinations and guide them to their nearest colleges and extend all necessary support.
6. Certain principals of affiliated colleges raised issue regarding allotment of ample amount of time for the uploading and downloading process. They also welcomed the idea of mentoring and ensured that this process would raise efficiency of the entire process. Principals also raised concern regarding submission of answer scripts physically by the students and technical issues may occur during the examinations. It is advised to avoid unnecessary physical submission of answer scripts except unavoidable circumstances. They also iterated that concerned exam authorities and principals need to have strong cooperation among one other so that the exam process proceeds smoothly.
6. The Vice Chancellor also advised that wherever needed, help of the district level authorities will be sought for smooth conduct of the examinations. The Vice Chancellor assured all the stake holders involved that the university authorities will assist throughout the entire process and by mutual cooperation and understanding, this mammoth task of online exams can be conquered.
7. It was proposed that there will be a technical session and practice mock test before the start of the examinations for all the stakeholders involved in the process.



The meeting ended with Vote of thanks by the Director Student Welfare.

  
Dr. G. Nayak 26.6.21

Dr. N. Majhi

  
Mr. S. Panigrahi 26/6/21

  
Prof. S Supkar 26/6/21

  
26/6/21  
  
Dr. S Singh 26/6/21

  
26/6/2021  
Prof. C.C Rath

  
26/6/21  
Prof. S Mohanty

  
26/6/21  
Vice Chancellor



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