

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED UNIVERSITY)
DAYALBAGH AGRA-282005**

No. DEI/Exam/Conduct/

Date: 07-05-2021

GUIDELINE FOR STUDENTS FOR “TAKE HOME ASSIGNMENT SCHEME”

1. PREAMBLE

The whole educational system from elementary to tertiary level has been struggling during the period of COVID-19 pandemic, not only in India but across the globe. No doubt that life during this period is difficult but it is important to ensure that the students do not lose focus and remain purposefully engaged so that in these challenging times they remain motivated for stronger mental health. To combat this unpleasant situation, the Institute while following all government directives has most effectively used the technology to keep the students up-to-date and purposefully engaged. In this direction the Institute after observing good experience of “Take Home Assignment Scheme” in place of CT 2, which proves to be stress-free for the students, has also decided to implement it again in place of End Semester Examinations.

2. Mode of “Take Home Assignment” – Google classroom or any other convenient electronic Mode.
3. Duration of Take-Home Assignment: 180 minutes. In addition, 30 minutes shall be given to the students for uploading their assignments. Beyond this time limit, a solved assignment may not be accepted.
4. In addition to “Take Home Assignment” a short single viva-voce for CT – and End Semester Take Home Assignment shall be conducted simultaneously for the students from entire syllabus through online in suitable groups by at least 5 authorized persons to assess their knowledge as well as to ascertain the fact to have written answers without copying. Awards of the students to be obtained by them in “Take Home Assignment” CT -1 and End Semester Take Home Assignment shall be moderated / modified in a rational manner keeping in view the student’s presentation during viva-voce. Students cannot claim the marks only based on performance in the “Take Home Assignment Scheme”. Students are also advised to keep in touch with their teachers for the schedule of viva-voce examination.
5. Maximum Marks shall be as prescribed for End Semester Examination.
6. ***Date of End Semester Take-Home Assignment Scheme – 17th May 2021 to 26th May 2021.***

The dates for Take Home GD/Seminar/Practicals shall be communicated by the course teachers directly. To have flexibility these shall be in between 10th to 16th May 2021 and 27th to 31st May 2021.

All the viva-voce examination shall be conducted during 1st June to 7th June 2021.

7. Scheme shall be notified by the Faculties. Students are advised to actively keep on checking online as well as with classmates / course teachers.
8. Students are required to use blue pen. Black pens are strictly prohibited in writing the “Take Home Assignment”. Students are required to upload the coloured version of their assignments. All the sheets of the assignment shall bear the roll number and signatures of the students. Typed assignment shall not be accepted in any case. Zero marks shall be given for typed assignment.
9. Course teachers who shall be conducting “Take Home Assignment” may call for answer books from his / her own Google Classroom. In case students complain about the network, the answer books may be taken on email id.

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10. In case of solved “Take Home Assignment” is found to be copied, zero marks shall be awarded to both the students. Therefore, students are advised to solve the Home Assignment using their cognitive skills and not to copy from their classmates.
11. In case a student is reported to be Covid -19 positive during this period, he / she may be provided with the second chance at an appropriate time subject to production of a certificate of having positive.

Controller of Examination

Copy forwarded to the following for information & necessary action:-

1. All the Deans of the faculties / Principal DEI Technical College with the request to apprise all the teachers and students ensuring that that none of them remains oblivious with the contents of these guidelines.
2. Chief Proctor, DEI
3. All the Examination Incharges
4. Mr. Manish, Officiating Head Computer Centre with the request to upload these guidelines on the DEI Website. Also mail these guidelines to all the students.
5. Shri H.K Khanna, Administrative Officer (Computers) with the request to send the bulk SMS to all the students intimating them to keep on checking DEI Website regularly for Take Home Assignments and other relevant information.
6. Prof. VB Gupta, Coordinator, DEP
7. Shri Rakesh Mehta, Assistant Registrar (DEP) with the request to inform all the Centres about the contents of these guidelines including ICT Centres
8. Assistant Registrar (Administration)
9. Head Assistant General Section
10. All the staff members of the Examination Section

Copy also to the following for information:-

1. Director, DEI
2. Registrar, DEI