

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION  
PANJAB UNIVERSITY, CHANDIGARH**

*Dated:29.7.2020*

Extracts from the minutes of the Committee constituted by the Syndicate held on 24.07.2020 in the Senate Hall to deliberate upon the issues of examination/assessment, evaluation, and grades to students, Entrance Tests and online teaching process for the session 2020-2021 and format of undertaking to be taken from each student are attached herewith for your information and necessary action:

1. That teaching of ongoing classes of all UG/PG courses for colleges as well as University Campus and Regional Centres be started from August 3, 2020 through online mode and teaching of 1st Semester of all UG/PG courses (new admissions) may be started from September 1, 2020 tentatively.
2. That admission process for those UG courses (offered by the PU teaching Departments/Regional Centres/ Affiliated Colleges), where admission is made on the basis of merit, be started in the month of August and online classes of such courses be started from September 1, 2020.
3. That regarding online teaching of classes, the members made the following recommendations:
  - a. There would be total four hours of teaching (per day) comprising of 5 periods (up to 45 minutes/one hour each) for different course/class as given below:
    - i. First period (45 minutes) would be for preparation of teaching material and arrangement of online set up by all the faculty members as per time table (9.00 to 9.45 a.m.)
    - ii. Second period (9.45 am to 10.30 am, third period (10.45 am to 11.30 am) and fourth period (11.45 am to 12.30 pm) would be taken continuously (online) for each class as per time table.
    - iii. Fifth period (3.00 pm to 4.00 pm ) would be for resolving the queries/doubts over phone

call/WhatsApp or any other mechanism as per suitability of the teacher. This period will serve as tutorial /practical/training/ consultation)

- iv. The departments where UG admission has been done would prepare time-table for all classes. However, other departments would prepare time-table for ongoing classes only.
  - v. The Chairpersons/Heads would ensure that teaching workload is distributed, first, to all Regular faculty, then Temporary Faculty and then Guest Faculty, if any.
  - vi. The teachers would conduct online classes from their respective departments as per the guidelines of MHA.
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- b. For online teaching, a section would comprise maximum 80 students (PU Campus/Regional Centres/Colleges).
  - c. In the bigger departments, where the above arrangement is not feasible, the Dean of the concerned faculty would be authorized to take the final decision regarding strength of the students.
  - d. A nodal officer be designated in each department/affiliated College (course-wise) to address the grievances of students regarding online teaching.
  - e. As infrastructure facilities for online teaching is a major issue, therefore, funds would be provided out of "Development Fund" created for providing infrastructural facilities like purchase and installation of minor equipment's (mike, webcam etc.). The Chairperson/Heads must explore contingency grant for purchase of these equipment.
  - f. Every teacher would mentor few students and would counsel them to resolve their issues..
  - g. An undertaking, as per the attached format, would be obtained from each student that he/she will neither record the lecture nor use at some other platform to avoid misuse of the online lecture (format attached).

4. That result of all ongoing classes (UG/PG) be prepared taking together 50% of marks obtained in Internal Assessment and 50% marks obtained in all previous semester exams. This formula would also apply to Pre-Ph.D. course work.
  - a. That the students of ongoing classes would be promoted provisionally and their admission to the next semester will be carried out.
5. That for admission to B.Sc.(Hons) programme offered by various PU Science departments of Panjab University, where admission is based on Entrance Test in which a good number of applications along with examination fee have already been received, therefore, admission to these courses be made on merit without conducting entrance test by converting examination fee into counselling fee. It was unanimously decided that as far as UG courses are concerned, there would be no entrance test.
6. As far as entrance test of Postgraduate courses offered by the PU is concerned, the decision be kept pending till the result of UG courses (final year) is declared.
7. That the issue regarding conducting physical examination of final semester of UG/PG courses and the issue of determining result of those students who were fail in first/second semesters would be discussed in the next meeting.

Dean of University Instruction

Issued to all Chairpersons/Directors/Coorindtors  
PU teaching departments/Centres/Institutes

**PANJAB UNIVERSITY, CHANDIGARH**

**Draft**

**Non-Disclosure Undertaking**

I, \_\_\_\_\_, son/daughter of Sh. \_\_\_\_\_

R/O \_\_\_\_\_, do hereby undertake that I am a bona fide student of \_\_\_\_\_ in the department/college \_\_\_\_\_ and due to COVID-19 Pandemic, I shall attend classes/Interaction on online Platform.

I hereby undertake that I shall not record (not limited to audio or video) the proceedings of the classes/interactions hosted by our teachers and also not keep any content thereof in electronic or any other format without written permission of the teacher. I also undertake that I shall not publish/reproduce/distribute in any form or by any means, or store in a database or retrieval system, the proceedings of the classes/interactions. Furthermore, I also undertake that I shall not facilitate or allow anybody else to do previously mentioned acts.

In case any of the above-said undertakings is violated by me, then I understand that I shall be liable for legal action including termination of my candidature from \_\_\_\_\_ programme.

Signature

Name: \_\_\_\_\_ Father's Name \_\_\_\_\_

Class \_\_\_\_\_ Roll No \_\_\_\_\_

Mob. \_\_\_\_\_ Email \_\_\_\_\_