

Sri Sankara Arts and Science College, Autonomous, Kanchipuram – 631 561

2020-21 Odd Semester – Guidelines issued – Reg.

1. REL Classes:

At the end of each unit, each teacher will give 25 questions as assignment to the students. The Assignments are to be submitted by the students to the teacher through online modes.

At the end of each unit, each teacher will conduct on-line test with 25 questions. So, you will have 5 tests for each paper, at the end of each unit. 5th Test can be given, with the entire syllabus, comprising of all the units.

These five tests will be the Continuous Internal assessment for the student. Marks obtained in all these 5 tests will be calculated for the internals.

The questions are compiled at the end of the semester, and will be brought out in a booklet form with answers.

No student should be absent for the Internal examinations.

Final Diploma examination will be conducted by REL through online mode (i.e, the 5th test) from the question bank (questions will be selected by external examiners).

REL episodes should be forwarded to all the students (in order to facilitate the students beyond the reach of the tower).

It can also be listened through I radio live platform.

2. On line Classes:

On line classes schedule should be strictly adhered to by the staff and students.

Attendance should be maintained by the concerned teacher. Attendance committee member of the department should maintain the attendance record of the entire department students allotted.

45 minutes lecture and 15 minutes discussion for an on line class. It should be completed in 1 hour. 3 papers (3 hours i.e., 3 slots of online class should be scheduled for a class. Monday to Saturday. Second and 4th Saturdays are holidays).

Language Classes:

Weekly 1 hour Language classes - Tamil/Sanskrit (all Mondays, 1st hour, weekly 1 hour English – all Wednesdays, 1st hour). Major/allied papers should be allotted in all the other slots.

Internal Examinations and assignments:

At the end of each unit, each teacher will give 25 questions as assignment to the students. The Assignments are to be submitted by the students to the teacher through online modes.

At the end of each unit, each teacher will conduct on-line test with 25 questions. So, you will have 5 tests for each paper, at the end of each unit. 5th Test can be given, with the entire syllabus, comprising of all the units.

These five tests will be the Continuous Internal assessment for the student. Marks obtained in all these 5 tests and assignments will be calculated for the internals.

Wherever descriptive examinations are necessary, it will be conducted by the teachers through open book examination, wherein the students would write the examination at home itself and will submit the soft copy to the teachers for evaluation.

The questions are compiled at the end of the semester, and will be brought out in a booklet form with answers.

No student should be absent for the Internal examinations.

On line class PPTs, and video lectures should be forwarded to all the students, for better understanding and preparation by the students. Video lectures of subject experts may also be uploaded to the students for their better performance and comprehension.

Practicals:

Videos of Practical demonstration can be given through on line platforms. Since practical examinations of most science departments would be in the even semester, demonstrations through videos can be shown in the online platforms, the concerned teacher should give explanations to the students online. Suitable hours should be allotted in the time table, for practical demonstration on line classes.

3. Commencement of 1st year classes:

Date of commencement of 1st year online classes (for UG) will be 21st August, 2020. For PG, the date will be announced later.

4. Calendar:

Each department should prepare a detailed calendar for the month of August, September and October – three months (for both online and REL separately) detailing the date of submission of Assignments, Date of internal examination (at the end of each unit), for both REL and on line platforms. The calendar should be submitted on 3rd august, 2020. It will be uploaded in the college website in each department's portal. Students should be instructed to see the website daily.

5. **Webinars:** Departments can also plan webinars, inviting external experts to give lectures/seminars etc., with the prior permission of the Principal.

6. **Fees:** Students should be instructed to pay the dues of the previous years and also to pay the odd semester fees for the year 2020-21.

Principal.

List of Holidays/calendar for the Even Semester – 2020-21

January – 1, 13,14,15,16,26,

February –Nil

March – Nil

April – 2,13,14, 25

May – 1,14.

All Second and Fourth Saturdays are holidays. (Admin office will work from 9.30 to 2.00 on these days).

Commencement of II UG/PG, III UG and Classes – 28.12.2020.

Commencement of I UG/PG Classes – 6.1.2020.

I CIA Examination – February 15th to 20th.

II CIA Examinations – March – 8th to 13th.

Commencement of Practical Examinations – 29th March, 2021.

Commencement of Theory Examinations – 19th April, 2021.