MINUTES OF THE MEETING – 18 JANUARY 2023

Members: 11

Sl. No	Agenda Item	Action Taken
1	Re-sit policy	The Examination Office suggested that the re-sit policy should be uniform as per JGU. Whether students fail the course or do not attempt the exam, the student needs to give the re-sit for 100 marks the next time the course is offered. No internals are considered in re-sits. Re-sit notation (*) will be included in the transcripts, if any course is cleared in re-sit. Re-sit fee needs to pay separately at the time of inviting applications by the Examinations Office. Re-sit sit fee needs to pay through credit cards on the link provided.

No policy for re-enrolment/re-register in the course in JGU. Students need to clear the exam through re-sit examination only.

Please note we do not have a promotion policy in JGU. Please consider the timing, as to when the student can opt for the slower learning track. It is better if learners can decide at the outset and the process does not depend on the outcome of exam results or otherwise. |
2	Re-evaluation/ Re-totalling policy	Re-totalling will not be allowed. Re-evaluation should be as per JGU policy. Students need to apply for re-evaluation as and when the applications are invited. Upon receiving the request [in case of staff graded assignments], the paper will go to a different faculty member for re-evaluation. There will be fee for re-evaluation as well.
3	Review of grades	Refer to the Students Hand book, page No 104, clause 11
4	'P' grade over CGPA in COVID semester	'P' represents the option of choosing pass grade over the CGPA grading system in the COVID- 19 semesters. The option is provided when students attain a minimum of 40% marks under the current grading structure in a given subject.

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5	Access to all the rights pertaining to examinations	Coursera to give all the rights pertaining to the conduct of examination to the Examination Department for its smooth functioning i.e. uploading of question papers, downloading of answer scripts, making announcements etc.
6	After announcement confirmation mail to examinations department	Once the results are declared to the students examination department should also receive a confirmation mail.
7	While announcement there should be attachment option	There should be a feature of including attachment in the announcement box
8	View/Edit Dashboard: Total Internals, Total Externals, Total Marks, Grade as per JGU grading structure, Remarks (if any)	Coursera to inbuilt view/edit dashboard that shows total internal marks, total external marks, total marks, grade as per JGU grading structure, remarks (if any)
9	Result report should be out of 100 marks only	Marks should be shared with the examination department out of 100 with internal and external marks break-up.
10	JGU ID is nowhere mentioned in the Coursera platform. If the Coursera has its ID can't be removed, then at least JGU ID should be added with the Coursera's ID.	To intimate Coursera to incorporate a mechanism so that JGU ID is also visible to students on the Coursera platform
11	Moderation policy for results and question papers	Policy on moderation of question papers and results should be implemented.
12	Answer scripts and question papers should be with the Examinations Office for compliances	It was suggested that the question papers should be submitted to the Examinations Office only.
13	Slower learning track	When the admission take place students should opt which track he wants to take the programme.
14	Level of compliance	Comparative statement of what is implemented & what is in the pipeline submitted for review.

Points for discussion with Program teams

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1	Re-sit policy	The Examination Office suggested that the re-sit policy should be uniform as per JGU. Whether students fail the course or do not attempt the exam, the student needs to give the re-sit for 100 marks the next time the course is offered. No internals are considered in re-sits. Re-sit notation (*) will be included in the transcripts, if any course is cleared in re-sit. Re-sit fee needs to pay separately at the time of inviting applications by the Examinations Office. Re-sit sit fee needs to pay through credit cards on the link provided. No policy for re-enrolment/re-register in the course in JGU. Students need to clear the exam through re-sit examination only. Please note we do not have a promotion policy in JGU. Please consider the timing, as to when the student can opt for the slower learning track. It is better if learners can decide at the outset and the process does not depend on the outcome of exam results or otherwise.
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5	Answer scripts and question papers should be with the Examinations Office for compliances	It was suggested that the question papers should be submitted to the Examinations Office only.
6	Slower learning track	When the admission take place students should opt which track s/he wants to opt for. Deciding a cut-off date for going on a slower track.
7	UMS	Moving all final grading to UMS.

Points for discussion with Coursera

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5	View/Edit Dashboard: Total Internals, Total Externals, Total Marks, Grade as per JGU grading structure, Remarks (if any)	Coursera to inbuilt view/edit dashboard that shows total internal marks, total external marks, total marks, grade as per JGU grading structure, remarks (if any)
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	added with the Coursera's ID.	
7	Slower learning track	When the admission take place students should opt which track s/he wants to opt for. Deciding a cut-off date for going on a slower track.