SOP for Juries/Theory Examination through Online Mode

Statements

1. Course coordinator shall be the Jury coordinator for that year. (Below table has duty allocation for the same)

2. Faculty members teaching the course will be the internal faculty member invigilator/convener.

S. no	Jury Subject	Date	Jury Coordinator	Internal Invigilator
1	19MUP-1PS12P Planning Studio - II	18/05/2020	Kankan Kataria	Dr. Prabh Bedi
2	16MUP-1PS22P Planning Studio IV: Thesis	25/05/2020	Dr. Ajith Kaliyath	Kankan Kataria
3	19BPL-1PS12P Planning Studio – II	25/05/2020	Harneet Kaur	Kanupriya Deol
4	15BPL-1TH42P Planning Thesis	26/05/2020	Kanupriya Deol	Harneet Kaur

3. The Juror is an external member invited for assessing the work of students
4. The Jury Panel is the internal faculty coordinator and the external Juror

Process

1. The portfolio to assess/review and synopsis must be uploaded by the students one day in advance. Jury coordinator and internal faculty member invigilator must frame this and create the necessary link. Share the link with SPD exam cell too.

2. The internal faculty member will prepare the jury order list, time schedule and overall monitor the progress of the jury. This list shall be shared with students one day in advance.

3. A General briefing to students for the conduct of Jury and theory exam will be conducted by the SSPD exam cell. For Juries the briefing will be conducted on 16th may 2020 the time will be communicated through email. Briefing for theory subjects will be conducted 2 days before the theory exam starts. Date and time will be communicated.

4. Subject specific Jury coordinator and internal faculty member invigilator must brief the students a day before about the protocols to be followed for the jury. The protocols listed below

- Please keep Audio and Video on mute mode. Unmute only for your jury both camera and Audio.
- Do not click on the present now button till it is your turn to present.
- Be present for your jury at less 40 minutes in advance to the time slot assigned to you.
- Select a quiet place for the conduct of the jury.
- A jury is a formal event so dress accordingly.
- Try to log in for the jury through your laptop or PC if very urgent then use phone.

5. A meeting with all the jurors and the faculty team will be organized by jury coordinator before the jury (8.30 am – 9.00am). The invitation to the meeting for briefing must be sent to the following members

- Director
- Program Head
- Exam Head
- Jury coordinator and Internal Faculty

6. Jury briefing should include and discuss the obstacle, hindrances and another related form of obstructions students faced in order to complete their work during the semester because of the covid situation. Limited or complete lack of resources should be discussed as well. The rubric assessment should address the learning outcome remodeled because of the current situation. The following points can be discussed

- Stationery
- IT infra
- Work which was left back at school
- Emotional and health
- Time management for jury conduct
- Marking sheet and the email to send the marks

7. Individual google meet conferencing will be created by jury coordinator for 1 juror, 1 internal faculty member & the listed students for the group and standard List. To

avoid disruptions in jury sessions, it is advised to keep below members only in the sessions along with the student.

8. The link for the jury meeting shall be shared with the following members
   - Director
   - Program Head
   - Exam Head
   - Course Coordinator

9. Jury award sheet will be emailed to jury coordinator and internal invigilator 1 day before the jury date.

10. The Jury award sheet will be emailed to the exam cell of SSPD in PDF and Excel format by the external Juror within 2hr of completion of the jury on the same day. Internal Faculty member invigilator must ensure the above should be copied in CC.

11. Jury schedule is from 9.00am to 1.00pm and then 2.00pm to 5.00pm (Extension of jury is to be requested by 3.00pm the Subject Coordinator to SSPD Exam Cell) The internal faculty member should ensure that jury of students doesn't extend beyond the time stipulated time mentioned above.

12. The jury will be recorded and the same shall be submitted to the year coordinator by jury coordinator. The best work should be collected and archived in google drive shared by Kanupriya Deol

13. Please ensure that each subject has all the students listed, including regular students as well as reappear students (if any). The reappear lists are being shared by the exam team with the year coordinator.

14. The faculty whose jury/paper is going on must be available online as well as on the phone during the jury/ exam for any doubts clarifications etc.

15. The School IT Coordination team (ERP Team) must be in touch with the TCS team throughout the duration of an exam to resolve any issues at the earliest.

16. All Jury/assignments answers received by the faculty must be saved in a folder by the faculty and the subject coordinator should submit it to the year coordinator and SSPD exam cell.   This needs to be submitted to the examination office in a pen-drive so that a record is maintained by the exam office. It may also be required in case a student applies for rechecking/re-evaluation.

17. All external marks need to be uploaded by the Subject faculty on the TCS portal when it gets live (but not accessible to the students).

18. All marks uploaded on the TCS also need to be saved on excel by the faculty concerned as a backup. And the same is emailed on the day of the jury by external within the stipulated time. Same process needs to be followed for theory subjects also.

19. A hard signed copy of the internal and external marks need to be submitted to the exam office in due course.

20. Any non-submission and nonappearance has to be double-checked before marking them as absent for jury or theory subjects. (year coordinator to help the subject coordinator)

21. Subject faculty must maintain the attendance record for the examination. They need to have the attendance list downloaded directly from the TCSion and to further include all reappear students in that list.

22. A hard signed copy of the attendance sheet need to be submitted to the exam office in due course.

Troubleshooting

1. In case the student has an internet connectivity issues the submitted portfolio shall be reviewed and viva can be conducted over the phone.
2. In case of phone connectivity issues due to curfew or similar situations post submission of work, the jury can be conducted as a closed jury with the internal

faculty member invigilator and Course Coordinator as he/she may be well aware of the project.

3. In case the internal faculty has internet connectivity issues the faculty member in consultation with the SSPD exam cell should arrange for a replacement to conduct the jury.

4. In case the Juror has internet connectivity issues alternate mode of assessment can be considered. Jury should be conducted on the stipulated date only, and any extra time has to be requested. All jury process to be completed no later than 9.00pm.

Theory Subject Assessment

1. The subject coordinator will initiate the Question Paper training for the same will be organized by SSPD exam cell with ERP team. In case ERP not working the Subject faculty will create a google form on which the students will be submitting the assignment.

2. The QP will be active at 10.00am (2nd June) and will close at 10:00 am (3rd June) next day.

3. All instruction on how the QP needs to be attempted should be briefed by the subject faculty. This should be mentioned as instructions in the QP itself. The faculty should conduct a subject specific briefing and mock session with the students to resolve any glitches in consultation with the SSPD exam cell.

NOTE: Please keep SSPD exam cell in loop of all communications related to examination to students/juror/internal faculty.