



भा०कृ०अ०प०-भारतीय पशुचिकित्सा अनुसंधान संस्थान
सम विश्वविद्यालय
इज्जतनगर-243122 (उ०प्र०) भारत
ICAR-INDIAN VETERINARY RESEARCH INSTITUTE
(Deemed University)
IZATNAGAR-243 122 (UP) INDIA



No. F. 4-6 (Misc)/2020-Acad.

Dated 01.06.2020

CIRCULAR

Sub: **SOP for online presentation of Credit Seminar during COVID 19 lockdown**

In pursuance of UGC guidelines and ICAR Advisories regarding measures during COVID19 pandemic, a SOP has been developed keeping in view the Academic Regulations of the Deemed University for online presentation of Credit Seminar.

All the Head/Incharges & BOS Chairpersons are requested that while conducting the online presentation of Credit Seminar, the quality and sanctity of academic expectations and integrity of evaluation process should be maintained.

While intimating the Deemed University (Email id universityivri@gmail.com & acadsec17@gmail.com) about the online presentation of Credit Seminar through a Circular, the link for the same may also be shared for perusal.

The SOP is enclosed herewith for information and circulation among the faculty members for compliance.

This issues with the approval of the Competent Authority.

Encl: As above.

Controller of Examinations

Copy to:

1. All the Joint Directors, ICAR-IVRI, Izatnagar/Bengaluru.
2. All the Head Divisions/Incharges & BOS Chairpersons/Station Incharges, ICAR-IVRI, Izatnagar/Mukteswar/Palampur/Kolkata, with the request to kindly circulate the contents of the circular among the faculty.
3. The Incharge, ARIS Cell, ICAR-IVRI, Izatnagar, with the request to kindly upload the circular on the Institute's Website.
4. The Controller of Examinations/Academic Coordinator, ICAR-IVRI, Izatnagar
5. The Chief Hostel Warden, ICAR-IVRI, Izatnagar
6. The PS to the Director, ICAR-IVRI, Izatnagar
7. The PS to the Joint Director (Academic), ICAR-IVRI, Izatnagar
8. The PS to the Registrar, ICAR-IVRI, Izatnagar

SOP for online presentation of Credit Seminar during COVID 19 lockdown

The HD & BOS Chairperson in consultation with Seminar Incharge, will provide the names of the students who have offered credit seminar in the current semester and are in position to deliver online seminar. The following SOP for online credit seminar by PG students (MVSc/PhD) have been framed: -

Step-I (Online credit seminar)

MVSc students are requested to give one seminar in the major and one in the minor discipline of the study. The PhD students are required to give one seminar in the major discipline only.

The objectives of the seminar is to judge the students' capability to present critical survey of the subject matter, mode of presentation, capacity to draw general conclusions from literature and ability to answer questions relevant to the seminar topic during the discussions.

The topic of the seminar should be relevant to the discipline; however, it should not fall within the purview of the objectives of the student's thesis but instead should cover subject of topical interest. The Seminar Incharge in each discipline shall be free to select a seminar topic in consultation with the student and, if necessary, in consultation with the faculty members concerned. In case the seminar is to be offered in the minor field, the Head of the division of the minor discipline should also be consulted. The course instructor in consultation with the Head of the division shall fix up the schedule for the online seminar. Except under unavoidable circumstances, the seminar date, once fixed, will not be changed.

Step-II (Online presentation of Credit Seminar)

Each student will be required to submit soft copy written synopsis of the Seminar to the Seminar Incharge with the approval of the Chairman, SAC for online presentation of Seminar. The synopsis should precisely state the main theme of the talk and should bring out clearly and briefly (about 300 words) the entire subject matter to be dealt with during the talk. After submission of synopsis of the seminar, the concerned Seminar Incharge, HD & BOS Chairperson, may allow the student to present the online seminar before the HD and BOS Chairpersons, SAC, faculty & students of concerned Division in the form of online Seminar.

Keeping in view the pandemic situation due to COVID-19 lockdown & as per UGC guidelines and ICAR Advisories, each university has to connect to the students through various online tools for their classes, assignments and other related activities, so that there is no time lag in the schedule of academic session. The online seminar may be conducted through various online

tools, subject to fulfillment of the conditions as per rule 8.8 of the Academic Regulations and in addition to the following guidelines for online credit seminar by MVSc/PhD students:

- i) The online seminar will be delivered before the HD & BOS Chairperson, SAC , faculty members and students of concerned discipline through video Conferencing using electronic means.
- ii) MVSc and PhD students who have offered the seminar in the current semester will deliver the online seminar on the notified day by the HD & BOS Chairperson/ Seminar Incharge.
- iii) HD and BOS Chairperson in consultation with Seminar Incharge will fix a date for online Seminar for which a circular, well in advance, shall be issued through Email to the HD & BOS Chairpersons, Chairman, SAC and all faculty and students of concerned discipline for attending online seminar of the student under intimation to the Deemed University (email id acadsec17@gmail.com) alongwith the link of the online seminar.
- iv) Three to four faculty members may be appointed in each discipline in each semester by Head of the division to evaluate the seminar. This committee may assess the performance of the students, taking into account all the relevant factors, like introduction and review of the literature, presentation of subject, capacity to draw general conclusions from literature, ability to answer questions and seminar write-up and allot the marks to students in the prescribed proforma.
- v) HD & BOS Chairperson should keep the video recording and attendance record of faculty and students for online submission of seminar as a record, and the same to be provided to the University as and when required.
- vi) Seminar Incharge and HD concerned should certify that all major suggestions as suggested in the seminar have been incorporated in the synopsis of the seminar.
- vii) Seminar Incharge should forward the evaluation report of the seminar alongwith the marks obtained by the student to the examination section through Head & BOS Chairperson through email (Id universityivri@gmail.com & acadsec17@gmail.com).

Step-III (Submission of evaluation report & full paper of credit seminar)

After successful conduction of online seminar, the Students shall prepare a full paper (not more than 3000 words) on the subject presented in the seminar keeping in view the points raised during the discussion and submit the same online to the Seminar Incharge within a week from the date of delivery the seminar talk. The evaluation report alongwith full paper of the seminar should be submitted to the Examination Section through email (Id universityivri@gmail.com).
