FOR SPRING 2020

THE COVID-19

ACADEMIC ACTION PLAN

FOR SPRING 2020
EXECUTIVE SUMMARY OF THE ACADEMIC ACTION PLAN

This Action Plan does not nullify or suspend any of the policies laid down in the Jindal School of Banking & Finance (JSBF) Academic Handbook, except otherwise provided in this Action Plan.

ACADEMIC AFFAIRS

- **Internal Assessments**
  - The revised course manuals will specify the weights for the internal as well as end-term assessment schema for the remaining part of the current semester.

- **Attendance**
  - The attendance policy will stand suspended for Spring 2020 Semester. However, students are strongly advised to attend classes and stay updated about the curriculum. Accordingly, faculty members will not keep attendance as a criterion for assessments; however, they will keep a soft record of student participation and attendance for better management of class.

- **Class Timings**
  - In order to maintain continuity, faculty members are requested to spend a part of or entirety of their first class of the resumed semester on a recap of topics already covered before the disruption. The curriculum and assessment for all courses will be completed as per the timeline provided in the revised course manuals.

- **Curriculum and Pedagogy**
  - All classes will be held as per original Spring 2020 timetable. There shall be no class cancellations, rescheduling, or swapping.
  - Course instructors may revise the curriculum as well as delivery mechanisms. The faculty members will share and explain the revised course manual within the first week of resumption of classes.

- **Course Continuation and Completion**
  - The attendance policy will stand suspended for Spring 2020 Semester. However, students are strongly advised to attend classes and stay updated about the curriculum. Accordingly, faculty members will not keep attendance as a criterion for assessments; however, they will keep a soft record of student participation and attendance for better management of class.

- **Examinations**
  - Examinations for JSBF courses in which students from penultimate and graduating batches of other schools are NOT enrolled (JSBF Core Courses)
  - Examination for cross-listed JSBF electives in which students from penultimate and graduating batches of other schools are enrolled (Fundamental Principles of Financial Regulation, Data Analysis using R, Entrepreneur Toolkit, and Risk: historical and cultural perspective)
EXECUTIVE SUMMARY OF THE ACADEMIC ACTION PLAN

ACADEMIC AFFAIRS

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I  Academic Schedule

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classes of JSBF courses in which students from penultimate and graduating batches of other schools are NOT enrolled (JSBF Core Courses)</td>
<td>April 20, 2020 – June 12, 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Examinations for JSBF courses in which students from penultimate and graduating batches of other schools are NOT enrolled (JSBF Core Courses)</td>
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<td>June 4, 2020 – June 12, 2020</td>
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</tbody>
</table>

II  Class Timings

All classes will be held as per original Spring 2020 timetable. There shall be no class cancellations, rescheduling, or swapping.

III  Curriculum and Pedagogy

Course instructors may revise the curriculum as well as delivery mechanisms. The faculty members will share and explain the revised course manual within the first week of resumption of classes.

IV  Course Continuation and Completion

In order to maintain continuity, faculty members are requested to spend a part of or entirety of their first class of the resumed semester on a recap of topics already covered before the disruption. The curriculum and assessment for all courses will be completed as per the timeline provided in the revised course manuals.

V  Attendance

The attendance policy will stand suspended for Spring 2020 Semester. However, students are strongly advised to attend classes and stay updated about the curriculum. Accordingly, faculty members will not keep attendance as a criterion for assessments; however, they will keep a soft record of student participation and attendance for better management of class.

VI  Internal Assessments

The revised course manuals will specify the weights for the internal as well as end-term assessment schema for the remaining part of the current semester.
Faculty members are advised to retain the Internal assessments held from February 3, 2020, to March 20, 2020. Additionally, faculty members will convert all their remaining internal assessments into take-home/online work. Lastly, faculty members are requested not to hold any online test/assessment, until the re-sit examinations are completed, i.e., until May 10, 2020.

VII Classroom Decorum
Efforts to disrupt the class in any manner, whether such conduct is mentioned in the Student Code of Conduct laid down in the JSBF Academic Handbook or not, will be strictly dealt with. Instructors may refer such cases to the Vice Dean and/or Disciplinary Committee. The non-exhaustive list of breach of decorum includes actions like muting the faculty members and other students, push fellow students out of the MS Teams classroom, making noise in the background, typing comments that are irrelevant to the subject matter taught or to the class at large, and recording a class without the permission of the faculty member. Some of these actions may be deemed as cyber bullying and digital harassment.

VIII Classroom – The Safe Space
The Safe Space Pledge in all JSBF course manuals will continue to apply to all online classes as well.

IX Examinations
The University has decided to convert all examinations—both re-sits and end-terms—into take-home examinations. The relevant policy is outlined in detail in the main body of this Action Plan.

X Internships and Placements
Due to the semester’s extension into late June, the existing internship opportunities secured/planned by students are likely to be affected. Please refer to various scenarios anticipated in this Action Plan and proposed actions by JSBF/OCS.

XI International Collaborations
JSBF in consultation with the Office of International Affairs & Global Initiatives (IAGI) has prepared an Action Plan to minimize the toll taken by COVID-19 pandemic on international collaborations between universities. For details, see the main body of the Action Plan.

XII Disability Support
JSBF has been working closely with the JGU Disability Support Committee (DSC) by extending various types of support in the form of academic/faculty mentoring; policy relaxations; reasonable exemptions and extensions; and assistance of scribes, readers, and proof-readers. For details regarding specific steps proposed by JSBF, see the Action Plan.

XIII Research and Publications
The JSBF research deans will continue working towards the school's agenda on research through online medium/platforms.

XIV Admissions
All admissions related work will be carried out online, including hosting a webinar series.

XIV Role of the Student Council and Class Representatives
This Action Plan urges the JSBF Student Council (SC) and the Class Representatives to be cognizant of the harsh realities around us and sensitize the student community about the same. They are also requested to extend all support to the JSBF administration in implementing this Action Plan.
Implementation of the Action Plan
For effectively responding to concerns relating to Spring 2020 semester and implementing this Action Plan, the School has constituted a 5-member COVID-19 Faculty Coordination Committee (FCC) in JSBF. For further details, see the Action Plan.

Review Meetings
The FCC will hold review meetings to take stock of its work and to make sure that this Action Plan is implemented effectively. Members of the student community will also be included in this review meetings whenever appropriate. In addition to the FCC’s review, the JSBF Academic Affairs team will continue its monthly meetings online.
INTRODUCTION

This Covid-19 Action Plan is formulated in event of the O.P. Jindal Global University (hereinafter, the “University”) advancing its summer break as a precautionary measure against the worldwide spread of the novel Coronavirus. On March (during the 8th week into the semester), the University announced the decision to advance the summer break to a period from March 20, 2020 to May 3, 2020. The Government of India declared a nation-wide lockdown from March 24, 2020 to April 14, 2020. However, the situation created by COVID-19 did not abate. The Government of India has announced an extension of the lockdown for two more weeks starting from April 15. At this juncture, the University, having made necessary preparations to commence online classes, has decided to resume the academic session online from 20th April as per a revised timeline. The revised timeline ensures that the total hours of instruction originally planned are not substantially reduced/lost.

The University has decided to use Microsoft Teams as the platform to conduct online classes in the manner proposed by the JGU’s Planned Intervention in Virtual Learning and Online Teaching (PIVOT). This Action Plan aims to support this endeavor by creating a framework for action, decision-making and grievance redressal.

ONLINE CLASSES ON MS TEAMS

After due consideration and brainstorming, university has decided to use Microsoft Teams as the platform to conduct online classes for JGU. JGU’s IT team in collaboration with Microsoft has incorporated a set of features for our University that would enhance student experience by blending teaching and learning.

Students are required to download the Microsoft Teams app for your laptop and mobile - guidelines available in the mail below, and make sure that you log in using only the JGU Email (Outlook) Credentials. Students should ensure that their audio and video works appropriately, for active participation in the class.

A MS Teams Training

As a part of the online training, JGU IT team has developed a website (https://teams.jgu.edu.in/) that contains video tutorials. These are divided into four categories that would help students navigate to the video most relevant to their search. Apart from the video tutorials, this website also contains a list of Frequently Asked Questions (FAQs) that would help clear queries that students might have. The IT team will be updating the website regularly with more video tutorials and FAQs as and when needed. Students are expected to visit the website regularly for updates.

B Commencement of Classes

Students must have received an email from the IT team that contained the MS Teams links to all the courses (core & elective) that they are enrolled in this semester. Clicking on the link for a course will open the Microsoft Teams app and redirect students to their online classroom for the respective course.

If any student doesn’t receive the course list with online class links by the April 17 or if some courses are missing in the mail, please get in touch with erp.helpdesk@jgu.edu.in immediately, with a copy to her respective school’s executive officer.
C Technical Support

First Point Of Contact: JSBF Executive Officers who are also trained on MS Teams mentioned below will be the first of contact:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mrs. Priyamvada Singh</td>
<td>8930110979</td>
</tr>
<tr>
<td>2.</td>
<td>Mr. Sant Raj</td>
<td>9812021111; 8396909200</td>
</tr>
</tbody>
</table>

IT Team will be the second point of contact can be contacted via either of the two channels:
- Email on erp.helpdesk@jgu.edu.in
- Live Chat on https://teams.jgu.edu.in/ placed on the bottom right of the screen. If you need support on the call, please drop in a chat message with your mobile number.

3 SCOPE OF THE ACTION PLAN

Since the challenge faced by the world is unprecedented, damaging social organization and institutional plans, JSBF, mindful of the gravity of the situation, has decided to adopt extraordinary policies for the resumed semester now starting on April 20, 2020, and ending on June 20, 2020. Such policies will have effect only on activities—curricular, co-curricular, extracurricular and such that those are related to the larger objectives of the university. The Action Plan and the policies it lays down will not be applied prospectively or retrospectively beyond the said dates unless mentioned otherwise elsewhere by relevant authorities of the University.

4 ACADEMIC AFFAIRS

This Action Plan does not nullify or suspend any of the policies laid down in the JSBF Academic Rulebook, except otherwise provided in this Action Plan. That means, whatever has been explicitly laid down on issues/areas in the Action Plan will have predominance over the academic policies on the same issues/areas. Silence of the Action Plan on issues/areas implies that the relevant policies of the Academic Rulebook will be applied as such in a manner which is fair and in the best interest of the larger student community.

A Academic Calendar

Academic Calendar for Spring 2020

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<thead>
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<td>June 4, 2020 – June 12, 2020</td>
</tr>
</tbody>
</table>
**B  Class Timings**

All classes will be held according to the revised timetable shared on April 20. Class cancellations, rescheduling and swapping of classes should not be done by any faculty member, except under extraordinary circumstances.

**C  Curriculum and Pedagogy**

Curriculum for each course may be revised/tweaked by the course instructor without defying the philosophy, spirit, and desired outcomes of the course. In doing this, among other relevant factors, one should be mindful that the shift from physical to virtual classrooms is likely to impact the learning outcomes as conceived in the original course manuals, primarily due to the change in the expression and delivery of the course content. Considering the altered circumstances, the course curriculum may be modified in consultation with the JSBF Office of Academic Affairs (OAA).

To enrich the online learning experience, faculty members will invite guest speakers from industry and academia in online classes for moderated discussion with students. The JSBF faculty members will be coordinating with JSBF Office of Industry Interface (OII) to organize guest lectures and other online activities.

**D  Course Continuation and Completion**

Active teaching was discontinued with effect from March 20, 2020. However, faculty members were encouraged to hold office hours through the online portal/medium so that students did not feel a sense of discontinuity. With the resumption of online classes, we encourage all faculty members to spend a part of or the entirety of the first class for a recap. Alternatively, or alongside recap classes, summaries of the prescribed and recommended reading materials can also be shared with students before the resumption of classes.

**E  Attendance**

Since classrooms have become virtual classrooms, the attendance policy applicable to physical classrooms will not be followed for Spring 2020. However, this temporary suspension of attendance policy is in no way meant to convey that attending classes is optional. While it is the paramount responsibility of students to attend all classes held online as per the timetable, the inaccessibility of the online platform at times may fail a student from participating in online classes. It remains, however, the responsibility of students to remain abreast of the material with the help of recording of the missed classes that will accessible on MS Teams.

No attendance will be taken for the classes. Accordingly, faculty members are requested not to keep attendance as a criterion for internal assessment. No student will be debarred from appearing in end-term examinations due to shortage of attendance.

**F  Internal Assessments**

JSBF has modified its existing policy on weightage for the internal assessments for the Spring 2020 semester. The weightage for internal assessment component can now range from 50% to 70%, except for courses with continuous assessment.

Internal assessments held (commenced and completed) during February 3, 2020 to March 20, 2020, will be retained by faculty members. In case of those internal assessments which commenced during the said period but overlapped into the vacation period, faculty members may grant an extension to students to a chosen date in the month of May.

This Action Plan further requests faculty members to convert all their remaining internal assessments into take-home/online work. It is up to the faculty member to decide the type of assessment as he/she deems fit. Faculty members are also requested not to hold any live test/assessment (online), if at all, until the re-sit examinations are completed, that is until May 10, 2020.
Grading Options

JSBF will be following the revised grading system that will soon be notified by the JGU examination office.

Since COVID-19 has foiled originally intended learning experiences and outcomes of all higher educational institutions across the world, dissatisfaction about pre-set assessment criteria and patterns has been growing. Even the very concepts of “academic performance” and “academic merit” are changing in emerging circumstances. The comfort of the familiar ecosystem is lost!

This sense of loss has been prompting higher education institutions all over the world to reimagine their grading structures and patterns. Recognizing these efforts and sensing our circumstances, as communicated in the e-mail sent by Controller of Examination (CoE) on April 19, JGU has decided to reduce the Pass percentage to 40% instead of the 50% and introduce two new levels of grades namely P1 and P2, this grading system will be applied prospectively starting from the current Spring 2020 semester.

Additionally, for Spring 2020, JGU has decided to give the students the flexible choice to opt-in for:

- CGPA grading system or
- To a Pass/Fail grading system individually for each subject offered in Spring 2020.

i) The JGU examination office will soon notify the date by which students need to exercise this option and inform the university officials about it.

If students decide to choose the second option, the grade that will be reflected in their transcript will be either a pass or fail depending upon their performance. If they select the CGPA option, then their transcript will use the grade structure provided later in this section.

ii). This has been done to provide greater flexibility for ensuring that the unique and extraordinary circumstances of COVID-19 is brought to bear in formulating policies relating to examinations, assessment, and grading. In announcing this decision, the university has taken full cognizance of the views and perspectives of the student community and the members of the Student Councils of all schools of JGU, besides detailed consultations with the Deans and the faculty members of JGU.

We believe that this exceptional decision will do two things in the best interests of the students: it will ensure that all students are treated fairly and equitably in the sense that they will be given an option to take into account their performance in this semester on the basis of the existing grading structure and calculate grade point average. It will also ensure that those students who are concerned about their performance in this semester due to COVID-19 and related challenges and circumstances will have the academic flexibility to choose the Pass/Fail grade system individually for each subject offered in Spring 2020.
Table 2: The Existing Grading Structure for JGU/JGLS

<table>
<thead>
<tr>
<th>No.</th>
<th>Grade</th>
<th>Percentage of Marks</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>O</td>
<td>80% and above</td>
<td>8</td>
</tr>
<tr>
<td>2.</td>
<td>A+</td>
<td>75% – 79.75%</td>
<td>7.5</td>
</tr>
<tr>
<td>3.</td>
<td>A</td>
<td>70% – 74.75%</td>
<td>7</td>
</tr>
<tr>
<td>4.</td>
<td>A-</td>
<td>65% – 69.75%</td>
<td>6</td>
</tr>
<tr>
<td>5.</td>
<td>B+</td>
<td>60% – 64.75%</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>B</td>
<td>55% – 59.75%</td>
<td>4</td>
</tr>
<tr>
<td>7.</td>
<td>B-</td>
<td>50% – 54.75%</td>
<td>3</td>
</tr>
<tr>
<td>8.</td>
<td>P1 or C</td>
<td>45% – 49.75%</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>P2 or D</td>
<td>40% – 45.75%</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>F</td>
<td>Below 40%</td>
<td>0</td>
</tr>
<tr>
<td>12.</td>
<td>I</td>
<td>Incomplete</td>
<td>Extenuating circumstances preventing the student from completing coursework assessment or taking the examination; or where the Assessment Panel at its discretion assigns this grade.</td>
</tr>
</tbody>
</table>

- Passing Marks – 40%.
- Grades introduced (‘P1 or C’ and ‘P2 or D’)

H Classroom Decorum
JSBF has a Student Code of Conduct laid down in the JSBF Academic Handbook. Whatever is codified therein on classroom decorum shall be observed by students. Efforts to disrupt the class in any manner, whether such conduct is mentioned in the Rulebook or not, will be taken seriously. Instructors can refer such cases to the Vice Dean or Disciplinary Committee (DC). The non-exhaustive list of breach of decorum includes actions like muting the faculty members and other students, push fellow students out of the MS Teams classroom, making noise in the background, typing comments that are irrelevant to the subject matter taught or to the class at large, and recording a class without the permission of the faculty member. Some of these actions may be deemed as cyber bullying and digital harassment.

Dos and Don’ts in MS Teams Classroom:
- Do not share the link of the online class with anyone other than the enrolled student group for the JSBF and non-JSBF courses
- Do not share your JGU email address and password with anyone
- Do not keep your mic and camera on unless allowed by the faculty or otherwise necessary
- Do not misuse mute feature by turning off the instructor’s mic during the lecture
- Do not screen-share to disrupt an ongoing class
- Do not switch between other audio/video streams to disrupt an ongoing class
- Do not disturb the flow of course-related conversation on the common chat window to disrupt an ongoing class
- Do not allow other students/individuals who are not part of the class enter the online classroom.
- Always log in to MS Teams using JGU credentials for all online classes
Classroom: The Safe Space

All JSBF classrooms are safe spaces. Faculty and students will have the freedom to express every type of idea that is relevant to the subject matter under discussion without any fear of retaliation. There should be mutual respect among faculty and students for the “other”. While perspectives are always appreciated, they shall not be imposed on others. The Safe Space Pledge in all JSBF course manuals will continue to apply to all online classes as well.

“This course may discuss a range of issues and events that might result in distress for some students. Discussions in the course might also provoke strong emotional responses. To make sure that all students collectively benefit from the course, and do not feel disturbed due to either the content of the course or the conduct of the discussions. Therefore, it is incumbent upon all within the classroom to pledge to maintain respect towards our peers. This does not mean that you need to feel restrained about what you feel and what you want to say. Conversely, this is about creating a safe space where everyone can speak and learn without inhibitions and fear. This responsibility lies not only with students, but also with the instructor.”

Students are urged to use the scope of the Safe Space rationally, respecting other students’ viewpoints. That is to say, every student should be mindful that the classroom is everyone’s space. One’s exercise of the safe space shall not be meant to seize the space for oneself. Instructors can intervene to ensure that class time is used in everyone’s interest and benefit.

Examinations

As this policy is framed, there is uncertainty prevailing all over the world about the restoration of normalcy. Given the circumstances, the University has decided to convert all examinations—both re-sits and end-terms—into take-home examinations such that assessments promptly follow the completion of courses/classes. Question papers for all examinations will be set by faculty members keeping in view the take-home nature of the examinations. The JSBF Office of Academic Affairs has prepared the following policy for all examinations (re-sits and end-terms) of Spring 2020.

Spring 2020 Policy on Examinations:

Mode of Examinations
All examinations, including examinations for core courses and elective courses, will be take-home examinations. The examination office will specify and communicate the manner and mode of conduct of end-term examinations including the timetable and release of question papers and submission of answer sheets. Under all circumstances, students will have to follow the instructions given by the Examination Office.

Duration of Examinations
Since all examinations have been shifted to online mode, the duration for end-term examinations for JSBF courses can range from 3 to 24 hours. For students registered with the Disability Support Committee (DSC), the examination duration will be extended as recommended by DSC.

Type of Questions
All examinations being take-home examinations, faculty members should avoid multiple-choice questions or questions requiring one-word answers or find-the-answer type questions. The questions should expect students to apply their analytical and critical thinking skills. Students should be made aware that all answer scripts will be diligently scrutinized for plagiarism and other forms of unfair means.
Absence and Incomplete Grade

If students are unable to take the examination, they should send a prior notice to the Assistant Dean (Academic Affairs), explaining the reasons for their absence. While the regular policy allows for such intimation within 5 working days, for all take-home examinations of Spring 2020, a leave of absence from examination must be communicated to Assistant Dean (Academic Affairs) at jsbf.academic@jgu.edu.in with a copy to Ms. Priyamvada Singh at priyamvada@jgu.edu.in, before the date that will be announced by the examination office for this purpose. The reason underlying this policy measure is that students cannot request for absence from the examinations after having a look at the question paper.

Examinations Schedule for Spring 2020

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>All Resit Examinations</td>
<td>April 15, 2020 – May 10, 2020</td>
</tr>
<tr>
<td>2.</td>
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</tr>
<tr>
<td>3.</td>
<td>Examination for cross-listed JSBF electives in which students from penultimate and graduating batches of other schools are enrolled</td>
<td>June 4, 2020 – June 12, 2020</td>
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</table>

Schedule of Spring 2020 Re-sit Examinations

All Spring 2020 re-sit examinations are scheduled between April 15 and May 10. However, due to the advanced reopening of the University, many re-sit examinations now clash with classes scheduled from April 20 to May 10. In order to avoid such clashes, re-sit exams will be held on weekends until May 10. Furthermore, we urge faculty members to provide support to students appearing in re-sit exams by way of tutorials.

There will, however, be no clash of internal assessments, as faculty members have been requested not to hold any internal assessments until May 10, 2020. For all students taking re-sit examinations between April 20 to May 10, there will also be a relaxation in the deadline for the submission of class assignments.

Unfair Means in Examinations

Since all examinations are take-home examinations, all cases of plagiarism will be considered as unfair means in the examination.

Answer sheets will be checked for plagiarism by the evaluators (through the software or other means), and in case of the reflection of more than 25% similarity or any other extent of similarity as communicated by the concerned faculty member, the case will be referred to the Unfair Means Committee (UMC). While referring a case to the UMC, evaluators should attach the plagiarism report with comments, if any. Faculty may excuse students if the similarity report reveals references to class notes/other reading materials that were part of the course manual.

Answer sheets will also be checked for collusion by the evaluator. Collusion means secret or dis-allowed cooperation among the examinees to mislead or deceive examiners, representing each one’s attempt in the examination as honest. In case any student is involved in collusion by offering or receiving any help from any other student, it will amount to unfair means and the case may be referred to the UMC for the same. The penalty may include cancellation of the examination of all examinees involved in collusion. A confession by one or more students involved in collusion will not absolve anyone from their guilt.
June-July is the period when JSBF students generally go for their summer internships. However, with the semester extending into late June, existing internship opportunities secured/planned by students are likely to be affected. The JSBF Industry Interface office along with OCS and Student Placement Representatives (SPRs) will help students in identifying opportunities for online internships and research assistantship.

In addition to lectures by industry practitioners, the team will also guide students on online courses that they should take in the summer break to better utilize their time, should they choose to stay home during the summer break.

**Plan of Action for Career Services**

<table>
<thead>
<tr>
<th>No.</th>
<th>Areas</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internships</td>
<td>JSBF Industry Interface team and OCS will support students for online internships and live projects.</td>
</tr>
<tr>
<td>2</td>
<td>Research Internship</td>
<td>School will create opportunities for students to assist/participate in the research activities of JSBF/JGU faculty members</td>
</tr>
<tr>
<td>3</td>
<td>Online Courses</td>
<td>JSBF Industry Interface team will recommend/facilitate online courses and webinars which will be beneficial to students with portals like Coursera, Unacademy, and others.</td>
</tr>
<tr>
<td>4</td>
<td>Interview Preparation</td>
<td>Help students to watch/record short videos as preparation for future interviews. SPRs will collect these videos in a repository. OCS will share the interview questions for this purpose. Submitted videos will be assessed and feedback will be shared with students. OCS will also hold online mock interviews</td>
</tr>
<tr>
<td>5</td>
<td>Counselling and Guidance</td>
<td>OCS will continue assisting students for career counselling and guidance through regular online sessions and one-to-one meetings.</td>
</tr>
</tbody>
</table>

**Points of Contact:**

JSBF Industry Interface
- Shalini Goel sgoel@jgu.edu.in
- Ram B. Ramachandran ram@jgu.edu.in

OCS Team
- Amita Malhotra amita@jgu.edu.in
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**INTERNATIONAL COLLABORATIONS**

As movements and physical connectivity are largely restricted across the world, the COVID-19 pandemic is likely to take a toll on international collaborations between universities. JGU is a university which relies to some extent on its international collaborations for the realization of its mission. Hence the Action Plan lays down the following:
• The JSBF Office of International Strategy (JSBF OIS), as well as faculty coordinators, will review all existing student exchange programs. They will get in touch with each partner institution with whom an agreement is in place for Fall 2020. This process is already underway. Feedback so far suggests that except for a couple of partner universities, no other partner has cancelled the program. JSBF OIS is mindful of both the possibilities of cancellations of the programs by the partner institutions as well as of the pandemic getting abated and life resuming to normalcy.

• As and when information is received from partner universities, students will be promptly informed by the JSBF OIS. In case the partner institutions decide to cancel the program, JSBF will explore the possibility of participation of the exchange students in online classes of such partner institutions. By May 30, 2020, there should be greater clarity on the future of every program/collaboration agreed upon for Fall 2020.

A Withdrawal from Student Exchange

Students who wish to withdraw from the exchange program will be allowed to do so. Students are urged to intimate their decision of withdrawal before May 30, 2020 to the JSBF OIS. Students can write to Assistant Dean (International Strategy) if they seek any clarification on the exchange programs.

B Summer Schools

IIHED, JSBF OIS, and the Summer School Coordinators are in regular conversation with institutions that have agreed to offer summer schools to JSBF students for the Summer 2020. If there is information from any of the institutions regarding cancellation of the summer schools, prompt intimation of the same will be provided to concerned students.

7 DISABILITY SUPPORT

This Action Plan recalls JSBF’s commitment to disability support. This commitment of the School is reflected in the following statement (See Course Manual Template, JSBF).

JGU endeavors to make all its courses accessible to students. All students with any known disability needing academic accommodation are required to register with the Disability Support Committee dsc@jgu.edu.in. The Committee has so far identified the following conditions that could possibly hinder student’s overall well-being. These include physical and mobility-related difficulties; visual impairment; hearing impairment; medical conditions; specific learning difficulties e.g. dyslexia; mental health.

The Disability Support Committee maintains strict confidentiality of its discussions. Students should preferably register with the Committee during the month of June/January as disability accommodation requires early planning. DSC will approve of and coordinate all disability-related services such as appointment of academic mentors, arranging infrastructural facilities, and course-related requirements such as special lectures, tutorials, and examinations.

All faculty members are requested to refer students with any of the above-mentioned conditions to the Disability Support Committee for addressing disability-related accommodation requirements. In pursuance of this commitment, JSBF has been working closely with the Disability Support Committee (DSC) by extending various types of support in the form of academic/faculty mentoring; policy relaxations; reasonable exemptions and extensions; and assistance of scribes, readers and proof-readers. The UGC Guidelines for Persons with Disabilities Scheme in Universities is being complied with in letter and spirit.

For the Spring semester 2020, as the world fights against a pandemic, as academic plans have been threatened in an unprecedented manner, JSBF does not least bit waver from its commitment to disability support. Instead, the School plans to enhance the scope of the support.
To this effect, the School has formulated the following:

- For all examinations in Spring 2020, students registered with the DSC will be given an additional 2 hours to complete their papers. However, the duration of the end-term examinations is under deliberation and has not yet been finalized. Whateoever be the duration, every student registered with the DSC will be given an additional 20 minutes for every hour of examination.

- If the nature of disability or circumstances does not allow the students to attend online classes, recordings of the classes will be provided to them. If recordings are unavailable, subject-specific mentors will be provided to the students.

- The School in consultation with the Examinations Office will try to minimize the number of examinations clashing with online classes. This will be for the period extending from April 15 to May 10, 2020.

- In case students registered with the DSC have examinations clashing with online classes, they will be given recorded lectures. This will be supplemented by live tutorials by the course instructors. If necessary, and on request by the DSC, mentors can also be provided. In case a video recording is unavailable, the course instructor will provide short-duration supplementary classes to students.

As a matter of extended support, instructors are urged to reduce the number/load of internal assessments for students registered with the DSC. Whenever and wherever such support is needed, the Chair of the DSC or the OAA will contact the concerned course instructors.

# RESEARCH & PUBLICATIONS

The JSBF will continue working on its research agenda with students. Our commitment to creating a culture and robust ecosystem for research will not be substantially affected by the crisis. Online medium/platforms will be used by JSBF to continue with the following activities:

- Faculty Consultation: One-to-one faculty meetings on the respective researches of faculty members.

- JSBF Faculty Seminars: The weekly research seminars will be held through the online platform MS Teams.

- Research Collaborations: JSBF faculty will engage with scholars/faculty in other universities for fostering research collaborations for visiting positions, faculty Projects and conferences.

- JSBF Faculty Members’ Research Profile: Efforts towards the attaining active online presence of the researches of JSBF faculty will be continued. Efforts are being put to create an opt-in research conference dissemination medium.

- Student Research Activities: Students are encouraged to continue research on topics of their interest with support of JSBF faculty. Students will receive support from faculty in writing on JSBF Blog on topics of interest.
All admissions related work will be carried out online. JSBF solicits support in all admission related activities from faculty, staff, and all current students.

Whatever measures are being taken by the University during these times, they are in the interest of its students. Since the crisis is unprecedented, many decisions taken by the university may not conform to familiar standards. Rather they are decisions taken through deliberative process among the senior leadership of the University. These decisions in the present circumstances should not be taken at face value, for they are extraordinary decisions taken in response to extraordinary challenges.

This Action Plan urges the JSBF Student Council (SC) and Class Representatives (CR) to be cognizant of the harsh realities around us. It is not the case that JGU is thrown into a crisis and the rest of the world proceeds as usual. The general standards and conditions which were used to assess the reasonability of decisions do not exist anymore. Nobody’s action has the merit of correctness — nothing is a model for anything.

The Action Plan urges JSBF Student Council and CRs to assist the School administration to effectively manage/run the system this Action Plan has put forward. This may require constant engagement with the student community.

Students should be made aware of the murky scenario in the job market. Some internships may even be cancelled or withdrawn. The Student Council should encourage JSBF students to engage with the wider student and faculty body of the University and urge them to take this crisis as a challenge that can only be surmounted by hard work and diligent preparation.

For effectively responding to concerns relating to Spring 2020 semester and implementation of this Action Plan, the School has constituted a 5-member COVID-19 Faculty Coordination Committee (FCC). The Committee comprises members of JSBF faculty and executive office.

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<tr>
<th>No.</th>
<th>Member</th>
<th>Portfolio</th>
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<tr>
<td>1.</td>
<td>Prof. Anand Mishra</td>
<td>Convener</td>
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<tr>
<td>2.</td>
<td>Prof. Sudipta Sen</td>
<td>Academic Affairs &amp; Exams</td>
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<tr>
<td>3.</td>
<td>Prof. Shalini Goel</td>
<td>All Internships and Industry Interface</td>
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<tr>
<td>4.</td>
<td>Prof. Syed Mohammed Faisal</td>
<td>All International Study Programs</td>
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<td>5.</td>
<td>Priyamvada Singh</td>
<td>Member Secretary</td>
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The following is the mandate of the Committee:

- The JSBF FCC will be responsible for addressing all concerns relating to the continuation and successful completion of the Spring 2020 which was discontinued on March 20, 2020, during the 7th week of the Semester.
• The COVID-19 Plan of Action for Spring 2020 will be the guiding document for FCC’s actions.
• The JSBF Helpline (mentioned below) and the FCC coordinator will be the first point-of-contact for faculty and students, except for admissions related questions/issues. The Coordinator and the Helpline will refer the matter, depending on its nature, to the concerned member of the FCC, as and when needed.
• The referred matter will be followed-up to conclusion by the concerned member using their respective teams.
• FCC will endeavor to respond within 12 hours from the time of receiving the email.

**JSBF Helpline Team**
- Mrs. Priyamvada Singh: 8930110979
- Mr. Sant Raj: 9812021111; 8396909200

Helpline is only the first point of contact. If the matter is something that deserves further attention and action, the matter will be forwarded to the concerned member of the JSBF Faculty Coordination Committee.

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**REVIEW MEETINGS**

The FCC will hold review meetings to take stock of its work and to make sure that this Action Plan is implemented effectively. All such meetings will review the implementation of the Action Plan. The OAA, Student Council, and other students’ meetings will also be held online periodically to take stock of the ongoing semester.
"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

Thomas A. Edison