THE COVID-19
ACADEMIC ACTION PLAN
FOR SPRING 2020
This Action Plan does not nullify or suspend any of the policies laid down in the Jindal Global Business School (JGBS) Academic Handbook, except otherwise provided in this Action Plan.

ACADEMIC AFFAIRS

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 record of student participation and attendance for better management of class.

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. There is no internal assessment component for all penultimate and graduating batches, assessments will be done on the continuous basis. Faculty members are advised to retain the internal assessments completed between February 3, 2020, to March 20, 2020. Additionally, faculty members will convert all their remaining internal assessments into take-home assignments.

CLASS TIMINGS

CURRICULUM AND PEDAGOGY

Course instructors may revise the curriculum as well as delivery mechanisms. Additionally, Course Leaders shall ensure uniformity in the revisions made to the course by the course instructors.

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.

EXECUTIVE SUMMARY OF THE ACTION PLAN

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

TABLE OF CONTENTS

Executive Summary of The COVID-19 Academic Action Plan

1 Introduction

2 Scope of the plan

3 Academic affairs

4 Internships and placements

5 International collaborations

6 Ph.D. Programs

7 Disability support

8 Research & Publications

9 Admissions

10 Role of the Student Council and the Student Academic Committee

11 Implementation of the Action Plan

12 Review Meetings
EXECUTIVE SUMMARY OF THE ACTION PLAN

ACADEMIC AFFAIRS
This Action Plan does not nullify or suspend any of the policies laid down in the Jindal Global Business School (JGBS) Academic Handbook, except otherwise provided in this Action Plan.

ACADEMIC SCHEDULE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Classes for all penultimate and graduating batch</td>
<td>April 20, 2020 – June 12, 2020</td>
</tr>
<tr>
<td>• Examinations of Slot-1 (Elective and Core courses)</td>
<td>April 28, 2020 – May 31, 2020</td>
</tr>
<tr>
<td>• Examinations for penultimate and graduating batch</td>
<td>Continuous Assessment</td>
</tr>
<tr>
<td>• Classes for all batches other than penultimate and graduating batches</td>
<td>April 20, 2020 – June 18, 2020</td>
</tr>
<tr>
<td>• Examinations for all batches other than penultimate and graduating</td>
<td>June 19, 2020 – June 26, 2020</td>
</tr>
<tr>
<td>batches</td>
<td></td>
</tr>
</tbody>
</table>

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

CURRICULUM AND PEDAGOGY
Course instructors may revise the curriculum as well as delivery mechanisms. Additionally, Course Leaders shall ensure uniformity in the revisions made to the course by the course instructors.

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.

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 record of student participation and attendance for better management of class.

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. There is no internal assessment component for all penultimate and graduating batches; assessments will be done on the continuous basis. Faculty members are advised to retain the internal assessments completed between February 3, 2020, to March 20, 2020. Additionally, faculty members will convert all their remaining internal assessments into take-home assignments.
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 JGBS Academic Handbook or not, will be strictly dealt with. Instructors may refer such cases to the Assistant Dean- Programs/Vice Dean (Academics)/Academic Disciplinary Committee/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.

CLASSROOM — THE SAFE SPACE
All JGBS classrooms are safe spaces. Faculty and students have the freedom to express all ideas that are relevant to the subject matter under discussion without any fear of retaliation. This will continue to apply to all online classes as well.

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.

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 JGBS/OCS.

INTERNATIONAL COLLABORATIONS
JGBS 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.

PHD PROGRAM
Everything contained in this Action Plan applies to the Full-time and Part-time Ph.D. program of JGBS, unless specified otherwise or if the application of the provisions vitiate the intended outcomes of the existing policy. For further details, see the Action Plan.

DISABILITY SUPPORT
JGBS 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 JGBS, see the Action Plan.

RESEARCH AND PUBLICATIONS
The JGBS research deans will continue working towards the JGBS agenda on research through online medium/platforms.
ADMISSIONS
All admissions related work will be carried out online, including hosting a webinar series.

ROLE OF THE STUDENT COUNCIL AND CLASS REPRESENTATIVES
This Action Plan urges the JGBS Student Council (SAC) and the Program/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 JGBS 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 15-member COVID-19 Faculty Coordination Committee (FCC) in JGBS. 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 JGBS Academic Affairs team will continue its 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 19, 2020, (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, 2020. At this juncture, the University, having made necessary preparations to commence online classes, 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 or lost.

The following academic schedule will be followed in the remainder of the semester:

<table>
<thead>
<tr>
<th>No.</th>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Advanced Summer Break</td>
<td>March 20, 2020 –April 19, 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Resumption of classes</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Ending of the semester for all graduating and penultimate batches</td>
<td>June 12, 2020</td>
</tr>
<tr>
<td>4.</td>
<td>Ending of the semester for all batches other than graduating and penultimate batches</td>
<td>June 26, 2020</td>
</tr>
<tr>
<td>5.</td>
<td>Second Summer Break</td>
<td>June 27, 2020 –July 31, 2020</td>
</tr>
</tbody>
</table>

The University has decided to use Microsoft Team 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.

**Scope of the Plan**

Since the challenge being faced by the world is unprecedented, damaging social organization and institutional plans, Jindal Global Business School (JGBS), mindful of the gravity of the situation, has decided to adopt extraordinary policies for the resumed semester now starting on 20th April 2020 and ending on 26th June 2020. Such policies will have effect only on activities—curricular, co-curricular, extracurricular and such that are related to the larger objectives of the university—held between 3rd February 2020 and 26th June 2020. The Action Plan and the policies it lays down will not be applied prospectively or retrospectively beyond the said dates.
This Action Plan does not nullify or suspend any of the policies laid down in the JGBS Academic Handbook, 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 Handbook will be applied as such in a manner which is fair and in the best interest of the larger student community.

### 3.1 ACADEMIC CALENDAR

**Academic Calendar for Spring 2020**

<table>
<thead>
<tr>
<th>No.</th>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classes for all penultimate and graduating batches</td>
<td>April 20, 2020 – June 12, 2020</td>
</tr>
<tr>
<td>2.</td>
<td>Examinations of Slot-1 (Elective and Core courses)</td>
<td>April 25, 2020 – May 31, 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Examinations for penultimate and graduating batches</td>
<td>Continuous Assessment</td>
</tr>
<tr>
<td>4.</td>
<td>Classes for all batches other than penultimate and graduating batches</td>
<td>April 20, 2020 – June 18, 2020</td>
</tr>
<tr>
<td>5.</td>
<td>Examinations for all batches other than penultimate and graduating batches</td>
<td>June 19, 2020 – June 26, 2020</td>
</tr>
</tbody>
</table>

### 3.2 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.

### 3.3 CURRICULUM & 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 has been modified in consultation with the Area Coordinators, Assistant Dean- Programs and Vice Dean (Academics).

JGBS decided to follow continuous assessment for all the core and elective courses of the graduating and penultimate batches. The continuous assessment has been further simplified by fixing the number of assignments with pre-decided deadlines across all core and elective courses. The non-graduating and non-penultimate batch will have internal and End-term components; however, internal assessment has been further simplified by fixing the number of assignments with pre-decided deadlines. To enrich the online learning experience faculty members may invite guest speakers from industry and academia in online classes for moderated discussion with students.

#### 3.3.1 Slot-1 and Slot-2 Courses (Core and Elective):

**Slot-1 Courses:** All Slot-1 courses are considered to be completed except Leadership Journey which is also scheduled in Slot-2. The End-term examinations are scheduled from 25th April, 2020 and will be conducted over weekends. The deadline to complete the internal assessment of the Slot-1 is 1st May, 2020.
Slot-2 Courses: The slot-2 electives are of 1.5 credit (15 sessions) and the same number of sessions will be conducted. However, faculty may like to engage students and revise/summarize the course in the 16th Session.

Capstone Course (3 credits) for MBA-2018 is scheduled on 6th, 7th, 13th, 14th, and 15th June, 2020.

3.2.2 Academic Assistance Course:
As mentioned in the Academic Assistance (AA) course manual, the number of Tasks and associated weights will be same. There are four Task Performance Assessments (Performance Assessment-1 is already completed) and 2 Reflective Writings. AA course will resume from 20th April, 2020. New deadlines are given below:

<table>
<thead>
<tr>
<th>Components</th>
<th>Max Marks</th>
<th>Contribution to Final</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Assessment 1</td>
<td>20</td>
<td>10</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start Date: 20th April, 2020</td>
</tr>
<tr>
<td>Performance Assessment 2</td>
<td>20</td>
<td>15</td>
<td>1st May 2020</td>
</tr>
<tr>
<td>Reflective Writing 1</td>
<td>20</td>
<td>10</td>
<td>1st May 2020</td>
</tr>
<tr>
<td>Performance Assessment 3</td>
<td>20</td>
<td>20</td>
<td>22nd May</td>
</tr>
<tr>
<td>Performance Assessment 4</td>
<td>20</td>
<td>25</td>
<td>12th June</td>
</tr>
<tr>
<td>Reflective Writing 2</td>
<td>20</td>
<td>20</td>
<td>12th June</td>
</tr>
</tbody>
</table>

3.3.3 Dissertation:
Considering the current situation and the time left in the remainder of the Spring semester, a few changes have been made in the dissertation guidelines for BBA 2017 and B.Com 2017 (Dissertation guidelines have already been circulated).
- The revised required word count for BBA dissertation is 3000 words and that for B.Com is 2000 words.
- Last date for the final submission from students is 10th June 2020.

3.3.4 RISE (Research and Innovation Semester for Entrepreneurs):
RISE program for IBM-2015 will follow the same schedule announced in the beginning of semester. All guest lectures and Mentors meeting will be conducted through MS-Teams/Skype. All submissions are through dashboards.

3.3.5 Summer Internship (6 months):
The students of IBM-2015 who are doing 6-month internship in the Spring 2020, all submissions and presentations are already online and will follow the same schedule announced in the beginning of the semester.

3.4 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.
3.5 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 hamper a student from participating in online classes. It remains, however, the responsibility of students to remain abreast of the material with the help of recordings 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. However, they will keep a record of student participation and attendance for better management of classes. No student will be debarred from appearing in End-term examinations due to shortage of attendance.

3.6 INTERNAL ASSESSMENTS

JGBS has modified its existing policy on weightage for the internal assessments for the Spring 2020 semester. In case of the graduating and penultimate batches, there is no internal component, however, any internal assessment component completed before 20th March will be retained and add to the overall assessment. All courses will follow continuous assessments model with three continuous assessment assignments with submission deadlines spread over eight weeks. There will be no end term examination for these batches.

The internal components of the non-graduating and non-penultimate batches will have two assignments with submission deadlines as given below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Batches</th>
<th>Internal Assessment</th>
<th>Submission Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Graduating &amp; Penultimate Batches</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>2.</td>
<td>Non-Graduating &amp; Non-Penultimate Batches</td>
<td>Internal Assessment-component-1</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Assessment-component-2</td>
<td>June 5, 2020</td>
</tr>
</tbody>
</table>

In case of Slot-1 courses where internal assessments are not complete or overlapped into the vacation period, faculty members have been requested by the Assistant Dean (Examination) to complete the Assessments by 1st May, 2020.

3.7 GRADING OPTIONS

JGBS 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.
The JGU examination office will soon notify the date by which students need to exercise this option and inform all JGU schools 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 selection. If they select the CGPA option, then their transcript will use the grade structure provided later in this section.

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.

The following will be the new grading structure (except for IBM-2015 and IBM-2016):

<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% – 44.75%</td>
<td>1</td>
</tr>
<tr>
<td>10.</td>
<td>F</td>
<td>Below 40%</td>
<td>0</td>
</tr>
<tr>
<td></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’)**
3.8 CLASSROOM DECORUM

JGBS has a Student Code of Conduct laid down in the JGBS 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 Handbook or not, will be taken seriously. Instructors can refer such cases to the Assistant Deans-Programs/Vice Dean (Academic), Academic Disciplinary Committee (ADC) or/and University 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.

3.9 CLASSROOM: THE SAFE SPACE

All JGBS classrooms are safe spaces. Faculty and students will have the freedom to express all ideas that are 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.

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.

3.10 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 Assistant Dean (Examinations) has prepared the following policy for all examinations (re-sits and end-terms) of Spring 2020.

Spring 2020 Policy on Examinations:
Mode of Examinations

JGBS batches and types of examinations have been divided into two groups i.e. graduating & penultimate batches and non-graduating & non- penultimate batches. The graduating and penultimate batches will have three continuous assessment assignments with submission deadlines spread over eight weeks with no end term examination. Any internal assessment component completed before 20th March will be part of the overall assessment.

The non-graduating and non-penultimate batches will have two internal assessment assignments with submission deadlines as part of their internal assessment and an End-term examination. Any internal assessment component completed before 20th March will be part of the internal evaluation. All end-term examinations of non-graduating and non-penultimate 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.

<table>
<thead>
<tr>
<th>Batches</th>
<th>Continuous</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating &amp; Penultimate Batches</td>
<td>Assessment-1</td>
<td>May 15, 2020</td>
</tr>
<tr>
<td></td>
<td>Assessment-2</td>
<td>May 29, 2020</td>
</tr>
<tr>
<td></td>
<td>Assessment-3</td>
<td>June 12, 2020</td>
</tr>
<tr>
<td>Non-Graduating &amp; Non-Penultimate Batches</td>
<td>Assessment-Component-1</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td></td>
<td>Assessment-Component-2</td>
<td>June 5, 2020</td>
</tr>
<tr>
<td></td>
<td>Take Home End-term Examination</td>
<td>June 19, 2020 onwards</td>
</tr>
</tbody>
</table>

**Duration of Examinations**

Since all examinations are now take-home examinations, the duration for re-sits and End-term examinations for JGBS courses will be for 5 hours with the exception of Slot-1 courses which are for 24 hours' duration. 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 aware that all answer scripts will be diligently scrutinized for plagiarism and other forms of unfair means.

**Uploading the answer-sheets**

Under all circumstances, students will have to follow the instructions given by the Examinations Office. It will be the sole responsibility of the student to upload the answer sheet on time and they should complete writing well in time. Answer sheets submitted beyond the stipulated time will not be accepted, and the student will be marked absent from the examinations.

**Absence and Incomplete Grade**

If students are unable to take the examination due to any extenuating circumstances including medical emergencies, they should send a prior notice to the Assistant Dean of their respective programmes 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 of their respective programme with a copy to Assistant Dean (Examinations), before the release of examination paper by the exam office i.e. before 10AM of the day of the examination. The reason underlying this policy measure is that students cannot request for absence from the examinations after having seen the question paper. Once the examination starts students cannot seek permission to be absent from the examination.

**Examination & Assessments Schedule for Spring 2020**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Examination/Assessment</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Re-sits Examinations</td>
<td>25th April - 7th June (Weekends)</td>
</tr>
<tr>
<td>2</td>
<td>Slot-1 Examinations</td>
<td>25th April - 31st May (Weekends)</td>
</tr>
<tr>
<td>3</td>
<td>Continuous Assessments (Graduating and Penultimate batches)</td>
<td>15th May; 29th May; 12th June</td>
</tr>
<tr>
<td>4</td>
<td>Take Home End Term Examinations (Non-Graduating &amp; Non-Penultimate)</td>
<td>19th June - 26th June</td>
</tr>
<tr>
<td>5</td>
<td>Special Re-sit Examinations</td>
<td>TBA</td>
</tr>
</tbody>
</table>
**Schedule of Spring 2020 Re-sit Examinations**
All Spring 2020 re-sit examinations are scheduled between April 25 and June 7 and will be held on weekends. Furthermore, we urge faculty members to provide support to students appearing in re-sit exams by way of tutorials.

**Unfair Means in Examinations**
Since all examinations and continuous assessment assignments are take-home examinations, all cases of plagiarism will be considered as unfair means in the examination.

While referring a case to the UMC, evaluators should attach the plagiarism report with comments, if any. Evaluators may excuse students if the similarity report reveals references to class notes/other reading materials that were part of the course manual. For checking plagiarism, all quotes will be excluded in online settings. The faculty must also ensure that the answers are not saved in the repository to avoid similarity check between the answers submitted by students.

**Penalty for Plagiarism**
In reported cases, if the percentage of plagiarism is 26% to 49%, the penalty will be deduction of marks. If the percentage of plagiarism is 50% or above, "F" grade will be given to the student in the course.

Answer sheets will also be checked for collusion by the evaluator. Collusion means secret or illegal 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.

---

**Internships and Placements**
June-July is the period when JGBS students generally do their summer internships. However, due to the semester’s extension into late June, existing internship opportunities secured/planned by students are likely to be affected. This is, however, based on the assumption that all employers will continue with their existing plans, which may also be subject to significant alterations. This Action Plan, whatsoever, anticipates all likely scenarios and lays down the following actions:

**Scenario A:**
If secured internships remain unaffected and employers keep their plans unchanged, JGBS will ensure that students are relieved from the classes for joining such internships in the month of June.

For IBM-17, IBM-18, IBM-19, BBA-19: The list of such students will be prepared by the School in consultation with the Office of Career Services (OCS) by early May. To facilitate this process, OCS will review every internship offer, from the employers’ end and from the students’ end. However, students are also allowed to withdraw from internship with any particular employer or from the Spring 2020 internship as such. Prior intimation should be given to the OCS in such cases, preferably before or during the review. The lost opportunity can be remedied during the winter break (December 2020 – January 2021) if the student has not otherwise satisfied the minimum requirement with regard to internships.

Student Placement Representatives (SPRs): The selection process for the induction of SPRs which usually happen in Spring 2020 will be conducted in Fall 2020.
For BBA-18, IBM-16 & MBA-19: Internships of these batches (penultimate batches) are less likely to be affected by the extension of the semester, as the classes and continuous assessments will get over by 12 June. The provision for withdrawal is applicable to the students of the penultimate batches as well. However, prior intimation to the OCS is mandatory.

Further, in order to secure/promote pre-placement offers for students of the penultimate batches, they are allowed to do extended internships in the month of August with due approval from the Assistant Deans-Placements.

Scenario B
*If employers change their plans and revoke all/many offers of internships, which is likely to be the case, the following strategy will be followed by the School and OCS.*

Plan of Action for Career Services

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Online Internships</td>
<td>OCS will support students for online internships and live-projects. JGBS faculty members will be allocated to guide them by the ADs, Placement. Further, OCS will also recommend/facilitate online courses and webinars which will be beneficial to students with portals like Coursera, Unacademy, and others.</td>
</tr>
<tr>
<td>2.</td>
<td>Research and Publications</td>
<td>The students may take Independent Research Projects in lieu of internship under the guidance of any JGBS/JGU faculty member with consultation with their respective program ADs. The program ADs will share the names of the students to ADs Placements.</td>
</tr>
<tr>
<td>3.</td>
<td>CV &amp; Interview Preparations</td>
<td>OCS will help students to write impressive and impactful CVs. Students will watch/record short video bytes as preparation for future interviews and upload the videos in a Google Drive designated by the OCS. OCS will share the interview questions. Submitted videos will be assessed and feedback will be shared with students. OCS will also hold online mock interviews with the support of the JGBS faculty members (which will be allocated by the ADs Placements).</td>
</tr>
<tr>
<td>S. No.</td>
<td>Discussion</td>
<td>Action</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>1.</td>
<td>Online Internships</td>
<td>OCS will support students for online internships and live-projects. JGBS faculty members will be allocated to guide them by the ADs, Placement. Further, OCS will also recommend/facilitate online courses and webinars which will be beneficial to students with portals like Coursera, Unacademy, and others.</td>
</tr>
<tr>
<td>2.</td>
<td>Research and Publications</td>
<td>The students may take Independent Research Projects in lieu of internship under the guidance of any JGBS/JGU faculty member with consultation with their respective program ADs. The program ADs will share the names of the students to ADs Placements.</td>
</tr>
<tr>
<td>3.</td>
<td>CV &amp; Interview Preparations</td>
<td>OCS will help students to write impressive and impactful CVs. Students will watch/record short video bytes as preparation for future interviews and upload the videos in a Google Drive designated by the OCS. OCS will share the interview questions. Submitted videos will be assessed and feedback will be shared with students. OCS will also hold online mock interviews with the support of the JGBS faculty members (which will be allocated by the ADs Placements).</td>
</tr>
</tbody>
</table>

For BBA-18, IBM-16 & MBA-19:

Internships of these batches (penultimate batches) are less likely to be affected by the extension of the semester, as the classes and continuous assessments will get over by 12 June. The provision for withdrawal is applicable to the students of the penultimate batches as well.

However, prior intimation to the OCS is mandatory.

Further, in order to secure/promote pre-placement offers for students of the penultimate batches, they are allowed to do extended internships in the month of August with due approval from the Assistant Deans - Placements.

Scenario B

If employers change their plans and revoke all/many offers of internships, which is likely to be the case, the following strategy will be followed by the School and OCS.

Plan of Action for Career Services

4. Support for Higher Studies

Students of the penultimate batches interested in higher studies must approach JGBS faculty members to help them in writing the SoPs.

The students are welcome to ask for any help regarding the competitive examinations (CAT/MAT/GMAT/GRE) from OCS and ADs Placements.

Further, fees and scholarship information will also be shared with interested students by the OCS, if the institutes are in India, and by the SAP office, if the institutes are in abroad.

5. Counselling and Guidance

OCS will continue assisting students for career counselling and guidance through regular online sessions and one-to-one meetings.

POINTS OF CONTACTS

Prof. Nivedita Haldar
Assistant Dean- Graduate Placements (MBA and IBM students)
nhaldar@jgu.edu.in

Prof. Shubhomoy Banerjee
Assistant Dean, Under Graduate Placements (BBA and B.Com. Students)
shubhomoy@jgu.edu.in

OCS Team
Mr. V. N. Mohan, vnmohan@jgu.edu.in
Mr. Manas Ranjan Mohanty, mrmohanty@jgu.edu.in
Ms. Divita Madaan, dmadaan@jgu.edu.in
Mr. Arun Albert, aalbert@jgu.edu.in
Mr. Sriram Raghavan, sraghavan@jgu.edu.in
As travel and physical connectivity have been greatly restricted across the world due to the COVID-19 pandemic, we are likely to see in the months ahead such restrictions also curb international university collaborations, especially student mobility programs. JGU is a university whose mission relies to a great extent on its ability to participate in international institutional collaborations, including student mobility; and we continue our strong commitment to the internationalization of higher education.

Hence the Action Plan lays down the following:

The JGBS Deans in-charge of international collaborations as well as faculty coordinators will review each previously agreed student exchange programs, dual-degree programs, and taught Master and MBA pathway programs. A senior JGBS representative will contact each partner institution with whom a collaboration has been agreed upon for Fall 2020. This process is already underway. Feedback so far suggests that, except for a limited number of partner universities, the great majority of partners have not hitherto cancelled student exchange programs for the Fall 2020 semester. While the possibility of full program cancellation from our partners’ side cannot be completely ruled out, there also remains the possibility of the pandemic abating and transnational student exchange programs resuming as normal in Fall 2020.

As per current protocols developed through the JGBS Executive Office and JGBS Vice Dean (International), as and when information and updates are received from our partner universities, students currently selected for study abroad programs in Fall 2020 will be promptly informed of updates by the Assistant Dean (Study Abroad Programs, SAP). If partner universities cancel their study abroad programs for the Fall 2020 semester, JGBS will explore the possibility of impacted JGBS students participating in any appropriate online programs of the affected partner institution, if available. In the case of dual degree programs and taught Master / MBA pathway programs, a strong effort will be made to help students enroll in the appropriate online programs of the respective partner universities, if overseas travel remains suspended.

The period of action for JGBS’s International COVID-19 policy is 1st April 2020 to 30th May 2020. Within this period, we expect there will be greater clarity on the future of every study abroad program agreed upon with overseas partner institutions for Fall 2020.

A. **Withdrawal from Student Exchange/Dual-Degree/taught Master or MBA Pathway Program**: If any student selected for a student exchange, dual-degree, or taught Master / MBA pathway program elects to withdraw from the program, s/he will be allowed to do so with no penalty. In this case, students must communicate their decision to withdraw before 30th May 2020 to both the Assistant Dean (SAP) and the Vice Dean (International), JGBS. In case of a withdrawal, all special allowances made — including special classes, advancement of the courses of the semester-on-exchange (Fall 2020, in this case), exemption from honors courses etc. — will be cancelled, as the student will participate in her / his regular studies at JGBS during Fall 2020.

B. **Summer Schools**: IIHED and the JGBS International team, including the Senior Manager (SAP), Assistant Dean (SAP), and Vice Dean (International), are in constant contact with institutions that have agreed to offer summer schools to JGBS students over the Summer 2020 period. If there is information from any of the overseas institutions regarding the cancellation of their summer school program, prompt communication of the cancellation will be sent to the impacted JGBS students. In the event of any summer school program cancellation, any respective fees paid by students toward their program will be refunded.
**Ph.D. Programs**

During this time of crisis, the final decision on the mode of continuing coursework for both the Full-time as well as the Part-time Doctoral students will lie with the JGU Office of Doctoral Studies (ODS). As per a student’s meeting with his/her doctoral advisor and the doctoral advisory committee is concerned, it will be conducted online as decided earlier. Additionally, due processes will be followed across the program, including for presentation of synopsis, admission related seminars/presentation, and essential decision-making will not be affected. In case candidates are unable to fulfil any of the stipulated requirements, they are required to send timely information to the Assistant Dean, PhD program, Full-time and/or Part-time PhD program and the Vice Dean, Research at JGBS.

**Disability Support**

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

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, JGBS 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, JGBS 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. Whateveor 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.
• 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 Assistant Dean (Program) will contact the concerned course instructors.

---

Research & Publications

The Vice Dean, Research at JGBS and the research team will continue working towards the JGBS agenda on research. Their commitment to create a culture and robust ecosystem for research will not be substantially affected by the crisis. Online medium/platforms will be used by the research deans to continue with the following activities:

1. Faculty Consultation: One-to-one faculty meetings on the respective areas of research of faculty members.

2. JGBS Research Colloquium: The proposed Research Colloquium will be postponed to Fall 2020. However, all the received papers will be sent to external experts for commenting. Faculty members will be able to progress with their article-submissions without much delay through this process.


4. JGBS Webinars: JGBS and its research centers intend to host a series of webinars on various dimensions of research as well as on COVID-19 and its global and local impact of businesses.

5. Research Collaborations: The research deans' office will engage with scholars/faculty in other universities for fostering research collaborations for visiting positions, faculty workshops and conferences.

6. JGBS Faculty Members' Research Profile: Efforts towards the attaining active online presence of the depth and breadth of research by JGBS faculty will be continued. Efforts are being put in order to create an opt-in research conference dissemination medium.

7. JGBS Faculty Seminars: The weekly research seminars will be held through the online platform Zoom/MS Teams.
Role of the Student Council and the Student Academic Committee

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 JGBS Student Council (SAC) and Class Coordinators (CoCos) 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 JGBS SAC and CoCos 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 JGBS 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.

Implementation of the Action Plan

For effectively responding to concerns relating to Spring 2020 semester and implementation of this Action Plan, the School has constituted a 15-member COVID-19 JGBS Faculty Coordination Committee (JGBS FCC). The Committee mainly comprises of faculty members who are office bearers of one or another functional area. The reason for such a composition is mindful of the fact that in addressing many of the concerns, which might be raised by faculty and students, action would be needed through institutional mechanisms and through the SoPs laid down.
The following is the mandate of the Committee:

- The JGBS 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 JGBS Helpline team (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.

**JGBS Helpline Team**

**Ms. Pranati Dash, pdas@jgu.edu.in**

**Ms. Tanu Singh, tsingh@jgu.edu.in**

**Ms. Upma Sukhija, usukhija@jgu.edu.in**

**Mr. Venkamaraju Chakravaram, vchakravaram@jgu.edu.in**

### Review Meetings

The JGBS 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. Assistant Deans- Program will have periodic meeting with their respective program CoCos. The Vice Dean (Academics), Student Council, and other students’ meetings will also be held online periodically to take stock of the ongoing semester.
THE C    VID-19
JINDAL GLOBAL BUSINESS SCHOOL
ACADEMIC ACTION PLAN
FOR SPRING 2020

The following is the mandate of the Committee:

- The JGBS 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 JGBS Helpline team (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.

JGBS Helpline Team
Ms. Pranati Dash, pdas@jgu.edu.in
Ms. Tanu Singh, tsingh@jgu.edu.in
Ms. Upma Sukhija, usukhija@jgu.edu.in
Mr. Venkamaraju Chakravaram, vchakravaram@jgu.edu.in

Composition of the JGBS FCC

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Member Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prof. Brajesh Kumar  Convener</td>
</tr>
<tr>
<td>2</td>
<td>Prof. Laknath Jayasinghe International Collaborations and SAP</td>
</tr>
<tr>
<td>3</td>
<td>Prof. Anirban Ganguly  Ph.D. Program, Research and Publications</td>
</tr>
<tr>
<td>4</td>
<td>Prof. Manisha Mishra Examinations and Disability Support</td>
</tr>
<tr>
<td>5</td>
<td>Prof. Chitrakalpa Sen Academic Affairs and SAP</td>
</tr>
<tr>
<td>6</td>
<td>Prof. Meenakshi Tomar Academic Affairs</td>
</tr>
<tr>
<td>7</td>
<td>Prof. Anshu Sharma Academic Affairs</td>
</tr>
<tr>
<td>8</td>
<td>Prof. Ashish Trivedi Academic Affairs</td>
</tr>
<tr>
<td>9</td>
<td>Prof. Rajni Academic Affairs</td>
</tr>
<tr>
<td>10</td>
<td>Prof. Shubhomoy Banerjee Academic Affairs and Career Services</td>
</tr>
<tr>
<td>11</td>
<td>Prof. R Sunitha Academic Affairs</td>
</tr>
<tr>
<td>12</td>
<td>Prof. Nivedita Haldar Academic Affairs and Career Services</td>
</tr>
<tr>
<td>13</td>
<td>Prof. Kulpreet Kaur Admissions</td>
</tr>
<tr>
<td>14</td>
<td>Prof. Saumya Dey Student Affairs and Initiatives</td>
</tr>
<tr>
<td>15</td>
<td>Ms. Pranati Dash Member Secretary</td>
</tr>
</tbody>
</table>

The JGBS 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. Assistant Deans- Program will have periodic meeting with their respective program CoCos. The Vice Dean (Academics), Student Council, and other students' meetings will also be held online periodically to take stock of the ongoing semester.

Review Meetings