



F. No. 16-16/2020-U1A  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

Shastri Bhawan, New Delhi  
Date the 6th July, 2020

OFFICE MEMORANDUM

**Subject: Instructions for conduct of examination –regarding.**

A large number of examinations of the Universities, IIT-JEE (Mains & Advance), NEET etc are scheduled to be held in the coming months. In order to ensure safety of the examinees, as also their academic interest, the following action may be taken.

1. Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 which have been again resolved today i.e. 06<sup>th</sup> July, 2020.
2. All examination may be conducted by 30<sup>th</sup> September, 2020.
3. Taking into consideration the academic interest of large number of students, MHA has agreed to the request of MHRD and granted exemption for the opening of educational institutions for the purpose of holding examinations/ evaluation work for Final Term Examinations of the Universities/ Institutions.
4. MHRD has formulated detailed SOP for conduct of examinations with precautions to be taken in view of COVID – 19 situation. This has been vetted by the Ministry of Health and Family Welfare. A copy of the same is enclosed to ensure safety of all.
5. Previous instructions regarding "Work From Home" sent vide letter dated 30.06.2020 will not apply to the officers, faculty and non-Teaching Staff who are involved in Examination/Evaluation/Admission work.

VSR  
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Encls: As above.

To

1. Prof. D. P. Singh, the Chairman, University Grants Commission, New Delhi.
2. Prof. Anil D. Sahasrabudhe, the Chairman, AICTE, New Delhi.
3. Shri Vineet Joshi, Director General, NTA, Noida, (UP).

Copy to: The Chief Secretaries/Secretary(Education) of States/UTs.

CC:

1. Shri Ajay Kumar Bhatta, Home Secretary, North Block, New Delhi.
2. Ms. Preeti Sudan, Secretary, M/o Health and Family Welfare, Nirman Bhawan, New Delhi.
3. PS to HRM.

VSR  
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

## Guidelines for Conduct of Examinations

### Background

Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020, as one of the measures to contain the COVID-19 outbreak. In April, 2020, the University Grants Commission (UGC), has issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown". In these guidelines it was proposed to hold the examination from July, 2020 onwards. The Guidelines provided various options for conduct of examinations to be decided finally by the University.

Presently, several universities have already conducted/planned the examinations in online/offline (pen & paper)/ blended (online + offline) mode.

Top ranking universities of the world have opted for the final exams to be done remotely. Like Princeton and MIT (USA); University of Cambridge, Imperial College of London (UK); University of Toronto and McMaster (Canada); University of Heidelberg (Germany); and University of Hong Kong have resorted to the online technology based mode of examinations. International universities like National University of Singapore, University of Adelaide of Australia, Oxford University for Final Semester have scheduled their exams in take home format. Alternative form of assessment like Open Book, Term Paper, Continuous Assessment; Presentations, Assignments, time-limited exams have been preferred as a substitute for exam in select countries of Asia and Europe.

### Rationale

In order to safeguard the larger interests of students related to their academic and career progression, particularly those who are in their terminal semester/final year, the institutions are required to chart out a plan for conduct of examinations in online/offline (pen & paper)/ blended (online + offline) mode, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different region/ state and all other such factors, to deal with any sort of exigency. The performance in examinations brings in scholarships and awards and translates into better job placement. This would not only give them more confidence and satisfaction, but also ensure merit and lifelong credibility.

### Some Concerns

The higher educational institutions should address the following concerns:

1. The implementation of instructions and directives regarding safety and health issues by the central and state government departments.
2. Uncertainty among students regarding modes of teaching learning, completion of courses, examinations, evaluation, declaration of result, academic calendar, admissions, opening of institutions, etc.



3. Anxiety and stress developed during lockdown period and fear of COVID-19 after opening of campuses.
4. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, mask wearing, hand washing etc.
5. Preparation for risk assessment and subsequent actions which varies - whether the institution is fully residential, partially residential or non-residential. The higher risk and bigger challenge is faced by non-residential institutions where the students will leave daily and come back next day.
6. Besides students, the risk of serious illness due to COVID-19 is faced by the faculty, counsellors, and other technical and non-teaching staff who face the students regularly.

#### **Standard Operating Procedure for conduct of Examinations**

1. The instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
  - a. Exam functionary must submit self-declaration about health status.
  - b. Thermo gun temperature check must be done at staff entrance point
  - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
  - d. Exam functionary needs to wear the mask and gloves at all time
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. **Sample seating plan is annexed.**
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.

**30. At the end of the day-**

- a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall ;
  - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority
31. Maintain record of all exam functionaries
- a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
  - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

## SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty



## **UNIVERSITY GRANTS COMMISSION**

### **UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic**

#### **Introduction**

The University Grants Commission (UGC) has issued Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown on 29<sup>th</sup> April, 2020. In these Guidelines it was proposed to conduct the examinations in July 2020. The said Expert Committee was requested to revisit the Guidelines for Examinations and Academic Calendar as the number of COVID cases are still rising and likely to increase further. The Report of the Expert Committee was considered and approved by the Commission in its emergent meeting held on 6<sup>th</sup> July 2020.

In continuation to earlier Guidelines issued on 29.04.2020 and based on the Report of the Expert Committee, the following *Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic* were also approved by the Commission in its emergent meeting held on 6<sup>th</sup> July 2020:

#### **GUIDELINES**

In view of the emerging situation related to COVID-19 pandemic in India, it is important to safeguard the principles of health, safety, fair and equal opportunity for students. At the same time, it is very crucial to ensure academic credibility, career opportunities and future progress of students globally. Academic evaluation of students is very important milestone in any education system. The performance in examinations gives confidence and satisfaction to the students and is a reflection of competence, performance and credibility that is necessary for global acceptability.

#### **1. Mode of Terminal Semester/ Final Year Examinations (2019-20)**

The universities are required to complete the examinations by the end of **September, 2020** in offline (pen & paper)/ online/ blended (online + offline) mode following the prescribed protocols/ guidelines related to COVID-19 pandemic.

#### **2. Provision of Examination through Special Chance**



In case a student of terminal semester/ final year is unable to appear in the examination conducted by the University for whatsoever the reason(s) may be, he/she may be given opportunity to appear in special examinations for such course(s)/ paper(s), which may be conducted by the university as and when feasible, so that the student is not put to any inconvenience/ disadvantage. The above provision shall be applicable only for the current academic session 2019-20 as a one-time measure.

### **3. Backlog of Papers in Respect of Terminal Semester(s)/ Final Year Students**

The students of terminal semester/ final year students having backlog should compulsorily be evaluated by conducting examinations in offline (pen & paper)/ online/ blended (online + offline) mode as per feasibility and suitability.

4. The guidelines regarding intermediate semester/ year examinations will remain unchanged as notified on 29<sup>th</sup> April, 2020.
  5. The relevant details, if need be, pertaining to the Admissions and Academic Calendar in the universities and colleges shall be issued separately in place of those mentioned in the earlier guidelines issued on 29<sup>th</sup> April, 2020.
  6. Notwithstanding the above guidelines regarding conduct of examination and commencement of next academic session, every university/ institution has to ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/ UGC from time to time, in view of COVID-19.
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## ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ

ಕುಲಸಚಿವ(ಪರೀಕ್ಷಾಂಗ)ರವರ ಕಛೇರಿ ಜ್ಞಾನಸಹ್ಯಾದ್ರಿ, ಶಂಕರಘಟ್ಟ-577451, ಶಿವಮೊಗ್ಗ, ಜಿಲ್ಲೆ

ಸಂಖ್ಯೆ:ಕುವಿ/ಪವಿ/ಯು.ಬಿ-2/3663/2020-21

ದಿನಾಂಕ: 29/08/2020.

### ಸುತ್ತೋಲೆ

ವಿಷಯ : 2019-20ನೇ ಸಾಲಿನ ಸ್ನಾತಕ ಪದವಿ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸುವಾಗ ಕೋವಿಡ್-19 ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಸರ್ಕಾರದ ಮಾರ್ಗಸೂಚಿ ಅನುಸರಿಸುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: 01.ಈ ಕಛೇರಿ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ:ಕುವಿ:ಪವಿ:ಯುಬಿ-2/3308/2020-21,

ದಿನಾಂಕ:24.08.2020.

02.ಸರ್ಕಾರದ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು, ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಇವರ ಪತ್ರ ಸಂಖ್ಯೆ:ಇಡಿ/197/ಯುವಿಸಾ/2020,

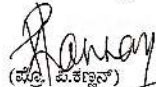
ದಿನಾಂಕ:04.08.2020.

03.ಕಾರ್ಯದರ್ಶಿಗಳು, ಯು.ಬಿ.ಸಿ., ನವದೆಹಲಿ ಇವರ ಪತ್ರ ಸಂಖ್ಯೆ:ಡಿ.ಓ.ನಂ:

ಇಎಫ್.1-1/2000, ದಿನಾಂಕ:08.07.2020.

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ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖ-1ರ ಸುತ್ತೋಲೆಯನ್ವಯ ಸ್ನಾತಕ ಪದವಿಯ ಸೈದ್ಧಾಂತಿಕ ಪರೀಕ್ಷೆಗಳು ದಿನಾಂಕ:14.09.2020ರಿಂದ ಪ್ರಾರಂಭವಾಗಲಿವೆ. ಈ ಸಂಬಂಧ ಈಗಾಗಲೇ ಕರೆದು ವೇಳಾಪಟ್ಟಿಯನ್ನು ವಿಶ್ವವಿದ್ಯಾಲಯದ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಲಾಗಿದೆ. ಪದವಿ ಪರೀಕ್ಷೆಗಳನ್ನು ಕೋವಿಡ್-19 ಸಾಂಕ್ರಾಮಿಕ ರೋಗವು ಹರಡದಂತೆ ಮುಂಜಾಗ್ರತಾ ಕ್ರಮವಾಗಿ ಕೇಂದ್ರ / ರಾಜ್ಯ ಸರ್ಕಾರ ಹಾಗೂ ಯು.ಬಿ.ಸಿ.ಪತ್ರಗಳನ್ವಯ ಕ್ರಮಕೈಗೊಂಡು ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸುವ ಪೂರ್ಣ ಜವಾಬ್ದಾರಿಯು ಸಂಬಂಧಪಟ್ಟ ಪ್ರಾಂಶುಪಾಲರು/ಮುಖ್ಯ ಅಧೀಕ್ಷಕರ ಹೊಣೆಯಾಗಿರುತ್ತದೆ. ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಉಲ್ಲೇಖಿತ-3ರ ಯುಜಿಸಿ ಪತ್ರದನ್ವಯ Standard Operating Procedure (SOP) ನ್ನು ಫಾಲೋ ಮಾಡಿ ಪರೀಕ್ಷೆ ನಡೆಸುವಂತೆ ಸೂಚಿಸಿದೆ. ಸದರಿ ಪತ್ರವನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿದೆ.



(ಪ್ರೊ. ಪಿ.ಕಣ್ಣನ್)

ಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ)

ಕುಲಸಚಿವ (ಪರೀಕ್ಷಾಂಗ)

ಗೆ.

ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಶಿವಮೊಗ್ಗ / ಚಿಕ್ಕಮಗಳೂರು ಜಿಲ್ಲೆಯ ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು/ಅಧೀಕ್ಷಕ ಪದವಿ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ.

ಶಂಕರಘಟ್ಟ - 577 451.

ಪ್ರತಿ:

1. ಅಪ್ಪಣಾಪೆ, ಮಾನ್ಯಕುಲಸಚಿ, ಕುಲಸಚಿವ(ಅಧಿಕಾರ), ಕುಲಸಚಿವ (ಪರೀಕ್ಷಾಂಗ) ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
2. ಕಂಟಿ ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ, ವಿದ್ಯಾವಗರ, ಶಿವಮೊಗ್ಗ.
3. ನಿರ್ದೇಶಕರು, ಒ.ಎಂ.ಇ ಮಂಡಳಿ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
4. ಉಪಕುಲಸಚಿವರು: ಸಹಾಯಕ ಕುಲಸಚಿವರು, ಪರೀಕ್ಷಾಂಗ ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
5. ಅಧೀಕ್ಷಕರು, ಪರೀಕ್ಷಾ ವಿಭಾಗ ಹಾಗೂ ಕಂಪ್ಯೂಟರ್ ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
6. ಗ್ರಂಥಪಾಲಕರು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ - ಸದರಿ ಅಧಿಸೂಚನೆಯನ್ನು ವಿಶ್ವವಿದ್ಯಾಲಯದ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸುವಂತೆ ಕೋರಲಾಗಿದೆ.
7. ನಿರ್ದೇಶಕರು, UCCF ಕಛೇರಿ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
8. ಎಲ್ಲಾ ವಿಷಯ ನಿರ್ವಾಹಕರು, ಪರೀಕ್ಷಾ ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಂಕರಘಟ್ಟ.
9. ಕಛೇರಿ ಪ್ರತಿ.