



मानव-संसाधन विकास आयोग

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

मानव संसाधन विकास विभाग, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.No.F.1-1/2020 (Secy)

8<sup>th</sup> July 2020

### Standard Operating Procedure (SOP) for Conduct of Examinations

Respected Madam/Sir,

The University Grants Commission (UGC) vide letter dated 6<sup>th</sup> July, 2020 has issued 'UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic'. As per the letter the Universities have been asked to complete the conduct of Terminal Semester(s)/ Final Year examinations by the end of 30<sup>th</sup> September, 2020.

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UJA, dated 6<sup>th</sup> July, 2020 has issued instructions for conduct of examinations wherein the MHRD has formulated detailed SOP for conduct of examinations with measures to be taken in view of COVID-19 situation, duly vetted by the Ministry of Health and Family welfare. A copy of the above mentioned Office Memorandum along with detailed SOP for Conduct of Examinations (**Annexure-I**) and UGC Revised Guidelines (**Annexure-II**) are enclosed for necessary action.

Looking forward for your kind cooperation.

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl.: As above.

To

1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Copy for kind information to:

1. The Principal Secretary/Secretary to the Governors of all States/Lt. Governors of all Union Territories.
2. The Principal Secretary/Secretary, Department of Higher Education, all State Governments/Union Territories

(Rajnish Jain)

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

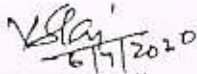
Shastri Bhawan, New Delhi  
 Date the 6th July, 2020

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.

  
 (Vidya Sagar Rai)  
 Under Secretary to the Govt. of India

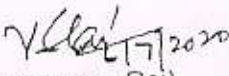
Encls: As above.

- 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 Bhalla, 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.

  
 (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



Annexure-II

## 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.





## PROCEEDINGS OF GOVERNMENT OF KARNATAKA

**Sub :** Conduct of examinations in the State and Private Universities coming under Department of Higher Education based on UGC Revised Guidelines on Examinations and issue of Academic Calendar for the Universities in view of COVID-19 Pandemic.

**Read:** 1.UGC D.O Letter No. F.1-1/2020 (Secy), Dt: 29.04.2020.  
2.UGC D.O Letter No. F.1-1/2020 (Secy), Dt: 06.07.2020.  
3.Office Memorandum of MHRD bearing No. F.No. 16-16/2020-U1A. Dt: 06.07.2020  
4.UGC D.O Letter No. F.1-1/2020 (Secy), Dt: 08.07.2020.

\*\*\*\*\*

### **Preamble:**

Consequent to the emerging predicament related to Covid-19 Pandemic in India, UGC has developed "*Guidelines on Examinations and Academic Calendar for the Universities in view of Covid-19 Pandemic and subsequent lockdown*" and issued the same vide letters read at Sl No 1 and 2 above. Further, UGC directed to implement the guidelines keeping in view of the best interest of all the stakeholders and giving highest priority to health and safety of all the concerned, by following the protocols for preventing measures.

Ministry of Human Resource Development, Department of Higher Education, Government of India has formulated and issued detailed SOP for conduct of Examinations in view of Covid-19 vide letter read at Sl No 3 above. In addition, UGC vide its letter read at Sl No 4 above has communicated the SOP to all the stakeholders for strict adherence thereof.

In view of the plight arising out of the Covid-19, the Government considers it necessary to ensure the academic credibility, career opportunities and future progress of the students owing to the fact that academic evaluation of students is very important milestone in any education system. Consequently, in an endeavor to safeguard Academic interest and career prospects of the students all the stakeholders related to Higher Education in Karnataka have been consulted and it has been decided to conduct the examinations for the Academic Year 2019-20 and prescribing the Academic Session for 2020-21 with the scrupulous observation of the guidelines and Standard Operating Procedure

(SOP) formulated by the UGC and safety measures prescribed by the Ministry of Home Affairs, GoI and Ministry of Health and Family welfare, GoI.

Hence the following order;

**Government Order No. ED/197/UNE/2020 , Bangalore, Dated: 10.07.2020.**

In view of the circumstances, the Government of Karnataka is pleased to accord sanction for all the State Public Universities and Private Universities coming under the purview of Higher Education Department to conduct the examinations and commence the next academic session in accordance with the following modalities and propositions.

**1. For Final Semester/Year (UG/PG) 2019-20**

- a) The universities are required to complete the examinations for final year students 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. The conduct of classes before the examinations in universities/colleges to cover the remaining syllabus is optional.
- b) The 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.
- c) In case a student of terminal 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 next 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.
- d) The above provision shall be applicable only for the current academic session 2019-20 as a one-time measure.

**2. For intermediate Semester/Year (UG/PG) 2019-20**

- a) The students are promoted to higher semester based on the grading of the students which would be composite of 50% marks on the basis of the pattern of internal evaluation adopted by the universities and the remaining 50% marks can be awarded on the basis of performance in previous semester only (if available).
- b) In the situations where previous semester or previous year marks are not available, particularly in the first year of annual pattern of examinations, 100% evaluation may be done on the basis of internal evaluation.

- c) If the student wishes to improve the grades, he/she may appear in exams for such subjects during next semester.
- d) This provision for intermediate semester examinations is only for the current academic session (2019-20) in view of COVID-19 pandemic.
- e) The scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for the current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/she has failed/remained absent, whenever the examination is held next.

### 3. Commencement of next academic session for 2020-21

Commencement of next academic session for 2020-21 will be through online classes tentatively from 1st September, 2020 for First and Higher Semesters and offline (Class room) teaching from 1<sup>st</sup> October 2020 or as may be directed by State Government/MHA/UGC guidelines.

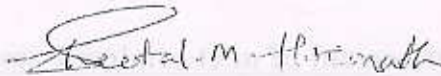
All the Universities are hereby directed by the Government in an advisory capacity to adhere to the following guidelines;

- I. *All the Universities shall scrupulously observe the Standard Operating Procedure (SOP) formulated by the UGC and safety measures prescribed by the Ministry of Home Affairs, GoI and Ministry of Health and Family welfare, GoI.*
- II. *All the Universities shall unfailingly safeguard the interest of all the stakeholders and give highest priority to health and safety of all the concerned by following the protocols for preventive measures.*
- III. *The modalities for examination and other related activities be applied uniformly across all courses in a university.*
- IV. *The students should be informed well in advance (at least one week) about the conduct of examinations and other related activities.*
- V. *Regarding the requirement of minimum percentage of attendance for the students / research scholars, the period of lockdown may be treated as 'deemed to be attended' by all the students/research scholars.*
- VI. *The universities may adopt appropriate strategies to facilitate the UG/PG students pursuing Projects/ Dissertations, in view of the prevailing circumstances. The universities may consider to assign review-based/secondary data-based projects or software-driven projects, instead of laboratory-based experiments or field/survey-based assignments to these students.*
- VII. *The universities may conduct the practical examinations and Viva-Voce Examinations through Skype or other meeting apps, and in*

case of intermediate semesters, the practical examinations may be conducted during the ensuing semesters.

- VIII. Every University shall establish a cell for handling student grievances related to examinations and academic activities during COVID-19 pandemic and notify effectively to the students.

By Order and in the name of  
Governor of Karnataka,



(SHEETAL M. HIREMATH)  
Under Secretary to Government,  
Higher Education Department.

To,

1. Secretary, Ministry of Home Affairs, Government of India, New Delhi.
2. Secretary, Ministry of Human Resource Development, New Delhi.
3. Chief Secretary to Government, Government of Karnataka.
4. Secretary, University Grant Commission, New Delhi.
5. Member Secretary, AICTE, New Delhi.
6. Additional Chief Secretary to Hon'ble Chief Minister, Government of Karnataka.
7. Additional Chief Secretary to Government, Finance Department. GoK.
8. Vice Chairman, Karnataka State Higher Education Council, Bangalore.
9. Commissioner, Collegiate and Technical Education, Bangalore.
10. Executive Director, Karnataka State Higher Education Council, Bangalore.
11. Vice Chancellors of all State Public/Private Universities coming under the purview of Government of Karnataka.
12. SGF/Spare Copies.

Copy to:

1. Special Secretary to Governor, Rajbhavan, Bangalore.
2. PS to Hon'ble Deputy Chief Minister (Higher Education), Vikasa Soudha, Bangalore.
3. PS to Additional Chief Secretary, Higher Education.
4. PA to Deputy Secretary, (Universities) & (Collegiate Education) Higher Education.