



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

## ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

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Prof. A. S. Deshpande B.E., M.Tech., Ph.D.  
Registrar

Ref : VTU/PS/2020-21/1188

Date : 10 JUL 2020

To,

All the Principals / Directors of affiliated,  
Constituent and Autonomous colleges  
and Schools of Architecture under VTU.

Dear Sir/Madam,

Subject: Conduct of Final Sem. examinations and Standard Operating Procedure (SOP).

Ref: 1) UGC letter D.O. No.F.1.1/2020 (SECY) dated: 06-07-2020.

2) UGC letter D.O. No.F.1.1/2020 (SECY) dated: 08-07-2020.

3) F. No. AICTE/AB/Academic Calendar/2020-21 dated: 07-07-2020.

4) Government of Karnataka Order No. ED/197/UNE/2020 dated: 10-07-2020.

5) Approval from Hon'ble Vice Chancellor dated: 10-07-2020

As per the directions of Hon'ble Vice Chancellor and the guidelines received from University Grants Commission (UGC), it is proposed to conduct examinations for final semester students of both Undergraduate (UG) and Post graduate (PG) programmes as per the following schedule.

- Examination preparatory classes for the students of : 1<sup>st</sup> August to 14<sup>th</sup> August 2020. final semester (UG and PG) (optional and could be offered only to the students who desire). Classes shall be conducted strictly following SOP guidelines issued.
- Examinations for final semester students (UG and PG) : 17<sup>th</sup> August 2020 onwards.

A detailed Examination time table in this regard will be issued by the Registrar (Evaluation) shortly.

Additional details about other Academic matters will be informed later.

All the institutes are hereby informed to be ready for the examination preparatory classes and the conduct of examinations.

It is mandatory for the institutions to follow all the precautions and directions as per the Standard Operating Procedure (SOP) issued by University Grants Commission (UGC) and Ministry of Human Resource Development (MHRD) as per the above reference (enclosed).

10.7.2020  
Registrar

Copy to:

- 1) The Hon'ble Vice Chancellor, VTU, Belagavi, through his Secretary, for information.
- 2) The Registrar (Evaluation), VTU, Belagavi, for information and necessary action.





ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

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

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
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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-UIA, 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,

Encl.: As above.

Yours sincerely,

(Rajnish Jain)

**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.

*V. Sagar*  
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 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.

*V. Sagar*  
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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अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

**F.No.: AICTE/AB/Academic Calendar/2020-21**

**Dated: 07/07/2020**

**To**  
**All AICTE Approved Institutes / Universities**

**Sub: Revised Academic Calendar for A/Y 2020-21 – regarding.**

As we all are aware, our country is going through a National Emergency that has arisen due to the outbreak of COVID-19.

UGC has issued revised guidelines on examination and academic calendar for all Universities, in view of the COVID-19 on 06/07/2020. All the AICTE approved institutions / universities are requested to follow UGC Revised Guidelines on Examination.


Accordingly, Council has issued revised Academic Calendar for 2020-21 for Technical Institutions. (copy attached)

The classes may be started in online / offline (class room) or blended mode (online + offline) following the prescribed protocols / guidelines related to COVID-19.

The academic calendar may further change subject to the condition existing due to COVID-19 pandemic and guidelines issued by Ministry of Health, Home and Human Resource Development.

Institutions who have already started classes as per earlier AICTE calendar, either postpone the classes or conduct special classes for the students who would be required to appear in final year examination of their Graduation / Diploma.

The Revised Academic Calendar for A/Y 2020-21 is available on [www.aicte-india.org](http://www.aicte-india.org).

  
7.7.2020

**(Prof. Rajive Kumar)**  
**Member Secretary, AICTE**

**Copy to-**

1. Secretary, MHRD (HE)
2. PS to Hon'ble HRM



सूचना का  
अधिकार





All India Council for Technical Education  
अखिल भारतीय तकनीकी शिक्षा परिषद्

REVISED ACADEMIC CALENDAR

S.No	Event	As Per APH 2020-21	Revised Calendar
1.	Last date to grant approval to Technical Institution	30 <sup>th</sup> April of the Calendar Year	30 <sup>th</sup> June of the Calendar Year
2.	Grant of affiliation by University/ Board	15 <sup>th</sup> May of the Calendar Year	15 <sup>th</sup> August 2020
3.	Completion of First round of counselling/ admission for allotment of seats	On or before 30 <sup>th</sup> June of the Calendar Year	5 <sup>th</sup> October 2020
4.	Completion of Second round of counselling/ admission for allotment of seats	On or before 10 <sup>th</sup> July of the Calendar Year	15 <sup>th</sup> October 2020
5.	Last date up to which students can be admitted against vacancies	15 <sup>th</sup> August of the Calendar Year	20 <sup>th</sup> October 2020
6.	Commencement of classes for existing students of technical courses except PGDM/PGCM	-	17 <sup>th</sup> August, 2020
7.	Commencement of the classes including Lateral Entry to Second Year Courses for newly admitted students	1 <sup>st</sup> August of the Calendar Year	15 <sup>th</sup> October, 2020.
8.	Technical Institutions conducting PGDM/PGCM Courses shall not initiate the admission before	1 <sup>st</sup> April of the Calendar Year	1 <sup>st</sup> April 2020
9.	Commencement of classes for existing students PGDM/PGCM	---	15 <sup>th</sup> July 2020
10.	Last date for cancellation of seats of PGDM/PGCM with full refund	30 <sup>th</sup> June of the Calendar year	10 <sup>th</sup> August 2020
11.	Admission ending date of PGDM/ PGCM Courses	30 <sup>th</sup> June every year	17 <sup>th</sup> August 2020
12.	The academic session for the PGDM/ PGCM Courses for newly admitted students.	1 <sup>st</sup> July of the Current Calendar Year to 30 <sup>th</sup> June of the next Calendar Year	10 <sup>th</sup> August 2020
13.	Last date upto which students can be admitted in Open and Distance Learning Courses	15 <sup>th</sup> August and 15 <sup>th</sup> February of the Calendar Year for the July and January Session respectively	30 <sup>th</sup> August 2020 and 28 <sup>th</sup> February 2021 in two sessions respectively.

**Note:**

1. All the AICTE approved institutions/Universities are requested to follow UGC Revised Guidelines on Examinations issued on 06/07/2020 in view of COVID-19 Pandemic.
2. The classes may be started in online/ offline (class room) or blended mode (online + offline) following the prescribed protocols/ guidelines related to COVID-19 pandemic.
3. The academic calendar may further change subject to the conditions existing due to COVID-19 pandemic and guidelines issued by Ministries of Health, Home and Human Resource Development.
4. Institutions who have already started classes as per earlier AICTE calendar, either postpone the classes or conduct special classes for the students who would be required to appear in final year examination of their Graduation/ Diploma.