



ज्ञान-विज्ञान विमुक्तये

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सचिव

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सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
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UGC Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic

Respected Madam/Sir,

In view of the Covid-19 pandemic and subsequent lockdown, the University Grants Commission constituted an Expert Committee to deliberate and make recommendations on the issues related to the Examinations and the Academic Calendar for avoiding academic loss and taking appropriate measures in the interest of students. The Expert Committee interacted with the stakeholders such as Vice-Chancellors of the universities, Principals of the colleges and academia through various electronic means such as email, phone, WhatsApp, online meetings etc. and submitted its Report to the UGC.

Based on the recommendations of the Expert Committee, the Commission has developed, "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" A copy of the same is enclosed for your ready reference. The UGC Guidelines are advisory in nature, covering important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provide flexibility for adoption by the universities. The universities may adopt / adapt and implement these Guidelines uniformly in a transparent manner.

In view of the location and diversity of universities and colleges, their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different regions / state and other factors, the universities, after making a comprehensive assessment of all such factors, may chart out a plan for the examinations and the academic calendar, to deal with any sort of exigency. It is reiterated that the universities should keep in view the best interests of all the stakeholders, giving highest priority to health and safety of all concerned, following the protocols for preventive measures, while adopting and implementing the Guidelines.

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)

GUIDELINES

Based on the recommendations of the Expert Committee, the following Guidelines have been framed for the Examinations and the Academic Calendar in the Universities. The guidelines are advisory in nature and each university may chart out its own plan of action taking into consideration the issues pertaining to COVID – 19 Pandemic.

EXAMINATIONS

1. Maintaining the sanctity of academic expectations and integrity of examination process, the universities may adopt alternative and simplified modes and methods of examinations to complete the process in shorter period of time in compliance with CBCS requirements as prescribed by UGC from time to time. These may include MCQ/ OMR based examinations, Open Book Examination, Open Choices, assignment/ presentation-based assessments etc.
2. The universities may adopt efficient and innovative modes of examinations by reducing the time from 3 hours to 2 hours assigned to each examination, if need arises but without compromising the quality, so that the process may be completed in multiple shifts and, at the same time, sanctity to evaluate the performance of a student is also maintained.
3. The universities may conduct Terminal / Intermediate Semester / Year examinations in offline / online mode, as per their Ordinances/ Rules and Regulations, Scheme of Examinations, observing the guidelines of “social distancing” and keeping in view the support system available with them and ensuring fair opportunity to all students.
4. Terminal semester / year examinations for PG/ UG courses/ programmes may be conducted by universities as suggested in the academic calendar keeping in mind the protocols of “social distancing”.
5. For intermediate semester/year students, the universities may conduct examinations, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different regions / state and other factors.

In case the situation does not appear to be normal in view of COVID-19, in order to maintain “social distancing”, safety and health of the students, grading of the students could 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). The internal evaluation can be continuous evaluation, prelims, mid-semester, internal evaluation or whatever name is given for student progression.

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 assessments.

If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester.

This provision for intermediate semester examinations is only for the current academic session (2019-20) in view of COVID-19 pandemic, while maintaining safety and health of all the stakeholders and sanctity and quality of examinations.

6. In addition to the above, following steps are required to be taken:
 - i. 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.
 - ii. The students may be allowed to improve their grades by offering one additional opportunity to appear for the current semester course(s) in succeeding semesters/ years or through supplementary examinations.
7. The modalities for examination and other related activities be applied uniformly across all courses in a university.
8. The students should be informed well in advance (at least one week) about the conduct of examinations and other related activities.
9. 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.
10. 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.

11. 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.
12. The universities may conduct the Ph.D. and M. Phil. Viva -Voce Examinations through Video Conferencing using Google, Skype, Microsoft Technologies or any other reliable and mutually convenient technology, subject to the approval of the concerned statutory authority of the university, in compliance of Clause 9.6 to 9.9 of the UGC Regulations, 2016 regarding award of M. Phil / Ph.D. Degree. While conducting the Viva-Voce Examination through Video Conferencing using electronic means, it may be ensured that it will be open to be attended by members of the Research Advisory Committee, all faculty members of the department, research scholars and other interested experts/ researchers, besides the Research Supervisor and Expert(s)/Examiner(s), as applicable. It is also imperative on the part of the university to maintain due record of the same, including the report signed by Expert(s)/ Examiner(s) appointed for conducting the same.
13. The M.Phil. or Ph.D. students, whose maximum period for submission of M. Phil./ Ph.D. Dissertation/ Thesis prescribed under relevant rules/ regulations/ ordinances of the concerned universities is expired/ expiring during the Corona pandemic period, may be allowed to submit their Dissertation/ Thesis, including completion of pending formalities, within six months from the date of expiry of regular prescribed period. The extension of six months may also be considered for those students who are yet to submit their Dissertation/ Thesis.
14. 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.
15. The UGC will establish a Help Line for monitoring student grievances related to examinations and academic activities during COVID-19 pandemic.