

बुन्देलखण्ड अभियांत्रिकी एवं प्रौद्योगिकी संस्थान झाँसी

दिनांक: 01 / 09 / 2020

—:सूचना:—

सत्र 2019 - 2020 की बी टेक अंतिम वर्ष (सम सेमेस्टर) , एम टेक (द्वितीय सेमेस्टर) एवं एम बी ए (द्वितीय सेमेस्टर एवं चतुर्थ सेमेस्टर) की परीक्षा की समय सारिणी संस्थान की वेब साइट पर उपलब्ध है। अतः समस्त सम्बंधित छात्रगण से अपेक्षा है की वे संलग्न निर्देश, डॉ ए पी जे अब्दुल कलाम तकनीकी विश्वविद्यालय के पत्र संख्या ए.के. टी. यू / प. नि. का/2020/4035 दिनांक 31 अगस्त, 2020 एवं यू जी सी, नई दिल्ली का संलग्न दिशा निर्देश पालन करते हुए, परीक्षा में सम्मिलित होने का कष्ट करे।



(प्रो मुकेश शुक्ला)
परीक्षा नियंत्रक

1. परीक्षा अधीक्षक, बी आई ई टी झाँसी - सम्बंधित दिशा निर्देश के पालन हेतु।
2. समस्त विभागाध्यक्ष - विभाग के कक्षों एवं कॉमन एरिया का प्रोटोकॉल के अनुसार Sanitize एवं अन्य आवश्यक सुरक्षा उपाय कराने हेतु।
3. डीन शैक्षिक - इस अनुरोध के साथ की समस्त सुरक्षा उपायों के बारे में छात्रों एवं अभिवावको को IMS के एवं अन्य माध्यम से अवगत कराने हेतु।
4. निदेशक महोदय - इस अनुरोध के साथ की समस्त सम्बंधित प्रभारिओं को अपने स्तर से आदेश जारी करने हेतु।

Bundelkhand Institute of Engineering & Technology, Jhansi

Examination instructions and COVID-19 guidelines for Even Semester Examination 2019-20

(Sep 08, 2020 to Sep 25, 2020)

These are brief guidelines about the changes introduced in the even semester examination 2019-20 of final year students of various courses, Second Semester students of M Tech and Second and fourth Semester of MBA.

Issue of Admit Cards:

During this examination admit card will not be issued, rather identity of students will be established by examination verification card and institute ID card.

Students should also hand over the self-declaration forms at college while reporting for the examination for the first time. It is mandatory for the students to submit the self-declaration form, duly signed by them and their guardian, before appearing in the examination. The format for the self-declaration is at the end of this letter.

What the students can carry in the examination hall

- a. A face mask big enough to cover the both nose and mouth of the candidate. In case, the student does not have any mask or the mask used by the student is inadequate, examination superintendent may provide a disposable mask to the student.
- b. A small transparent bottle (about 50 ml capacity) of hand sanitizer. (Institute will also make arrangement for hand sanitizer for each examination room and help the candidates not having any sanitizer for hand sanitization.)
- c. Two passport size photographs.
- d. Non-programmable calculator as recommended by the university/Institute.
- e. A valid photo ID proof (Institute ID card/PAN card/Aadhaar card/Driving License or Voter ID Card)
- f. A transparent water bottle for drinking water.
- g. If the candidate wishes to use hand gloves during the examination, he/she may be allowed to carry and use disposable hand gloves during the examination.

NOTE: Students are strictly advised against carrying any mobile/tablet and any such electronic devices except (non-programmable calculators) to the examination hall. As per the examination rules, possession of any such device in the examination hall shall be treated as Unfair Means and the action against such candidates will be taken as per the UFM rules.

**These instructions are prepared with reference to the University Grant Commission, New Delhi letter on Standard Operating Procedure for Conduct of Examination issued on July 08, 2020 (A copy of the letter is also attached for further reference).*

Safety Measures at the examination centres:

- a. The examination rooms will be sanitized daily before start of the examination.
- b. All desks and chairs will be thoroughly sanitized before the examination during each session.
- c. All those deputed on examination duty will be essentially wearing facemasks and gloves.
- d. Sanitizer bottles will be kept at the entry gate, examination halls, and examination control rooms. These will be refilled from time to time.
- e. All washrooms will be thoroughly disinfected daily.
- f. All door handles, staircase railings, lift buttons etc. will be disinfected daily.
- g. All trash bins will be emptied and thoroughly disinfected.
- h. Notice boards will display the Covid-19 advisory for all students.
- i. Examination superintendent/invigilators shall make proper arrangement at the entry point so that social distancing is ensured during the entry of the students to the examination rooms.
- j. Markings will be made on the floor to ensure that the social distancing norms are maintained by the students while in queue.
- k. Seating arrangement will be not be displayed at the entry point of the exam centres to avoid crowding.

Seating Arrangement:

In order to ensure proper physical distancing inside the examination halls, the candidates will be seated in alternate seats. Examination superintendent is advised to follow the seating norms as suggested by the UGC, New Delhi.

Students having symptoms of cold cough and fever should be made to sit in a separate isolation room to appear in their examination.

Entry at the exam center:

- a. Candidates will report at least one hour prior to the start of the examination as mentioned in examination schedule available on institute website.
- b. Institute will ensure that the students stand in a queue adhering to the social distancing norms.
- c. The staff deputed by examination superintendent will check the body temperature of the student using non-contact type thermos gun.
 1. If the body temperature is $< 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be allowed to enter the exam room / building. Class room invigilator will verify student's identity from verification card available with him and institute ID card while maintaining social distancing. Class room invigilators will also reach examination room one hour earlier than the scheduled time of examination.
 2. If the body temperature is $> 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be sent to a special isolation room where his body temperature will again be taken after a lapse of 15to20 minutes. In this time, their temperature may become normal. If not, then they will be allowed to appear in the examination in a separate room specially assigned for such students.
- d. No physical frisking of the students will be conducted. However, they will be informed not to carry any objectionable material like mobile etc. with them to the examination hall. If any such item is recovered inside the hall, it will be treated as Unfair Means and accordingly disciplinary action will be initiated as per the UFM rules.
- e. Candidates will have to sanitize their hands before entering the examination hall.

- f. They shall display their documents to the examination staff from a safe distance. The staff will not touch the documents of the candidates during this entire process.
- g. No entry will be allowed in the examination rooms after the start of examination.

Examination process:

- a. Students will enter the examination hall only after thoroughly sanitizing their hands.
- b. Students must wear the mask during the entire period of the examination. If they don't have a safety mask, the examination superintendents are advised to provide them a disposable mask.
- c. The students will report to the invigilator present in the examination hall from a safe distance. They will show their institute ID card to the invigilator who will guide them to their seat as per the seating plan.
- d. Student will pick one of the answer sheet, kept at the table of invigilator and note down the serial of answer sheet in the attendance sheet kept there. They will also sign the attendance sheet available with the room invigilator before proceeding their designated seats. The students will again sanitize their hands after signing the attendance sheet.
- e. All tables and chairs in the examination hall will be thoroughly sanitized before the start of the examination.
- f. During the examination, invigilators will monitor the students from a safe distance.
- g. Students will not be allowed to leave the examination hall before the completion of the exam. They can however, may be allowed to visit the toilets one at a time.
- h. After the examination, students are advised to leave the answer sheets on the table and leave the examination hall in queues, one at a time, while observing the physical distancing.
- i. Once the students leave the examination hall, the invigilators will collect the used answer sheets from the students' desks in orderly manner. They will also ensure that the students have filled the details on the cover page of answer sheets correctly and then put their signature/initials at the appropriate place on answer sheets.
- j. Invigilators will again sanitize their hands after this work.
- k. After counting they will hand over the answer sheets to the collection counter in the control room from a safe distance. The collection room staff will count the Answer sheets and place them inside a sealed envelope along with the copy of the attendance sheet.
- l. Once the process is over the invigilator and the collection room staff will sanitize their hands again.

For other instructions, you are advised to refer the UGC SOP for examination conduction attached with this letter.

SELF DECLARATION

I, _____ son/daughter of _____ resident of _____, do hereby declare the following:

1. I have read the Instructions, guidelines and relevant orders of Govt of India pertaining to COVID-19 pandemic. I have read information bulletin, instructions and notices related to my examination available at the Institute website.
2. I have in the last 14 days (please write Yes/No, wherever applicable):

- a. The following flu-like symptoms:

Fever(Yes/No) Cough: (Yes/No) Breathlessness (Yes/No) Sore Throat/Runny
Nose(Yes/No)....., Body Ache (Yes/No).....

Others-Please Specify:

- b. Been in close contact with a confirmed case of Covid-19 ('Close contact' means being at less than one-meter distance for more than 15 minutes) (Yes/No).....
- c. Not been in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine (Yes/No).....
- d. Travelled the following cities/country in the last 14 days prior to arriving at the centre:

	1 st city	2 nd city	3 rd city	4 th city
Name of cities/country				
Date of arrival in centre city				

3. I/we understand that the health and wellbeing of our community is our first priority; therefore, the centre reserves the right to deny entry to its premises.
4. I/we have read the "Examination instructions and COVID-19 guidelines for Final Year Examination 2019-20" and I/we undertake to abide by the same.

Candidates photo	Candidate's signature	Parent's Signature
	Candidate's Mobile No.	Parent's Mobile No.



ज्ञान-वितानं 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)

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

8th July 2020

Standard Operating Procedure (SOP) for Conduct of Examinations

Respected Madam/Sir,

The University Grants Commission (UGC) vide letter dated 6th 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 30th September, 2020.

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UJA, dated 6th 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. 06th July, 2020.
2. All examination may be conducted by 30th 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 16th 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 29th 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 6th 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 6th 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 29th 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 29th 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.