



KOLHAN UNIVERSITY, CHAIBASA
(EXAMINATION DEPARTMENT)

NOTIFICATION

Programme of B.Ed.4th Semester Session (2018-20) Examination,
2020.

Reporting time: 1:30 P.M

Exam. time: 2:00 P.M. to 3:30 P.M.

Date & Days	Paper	Subjects
29/09/2020 (Tuesday)	VI	Gender, School and Society
01/10/2020 (Thursday)	VIII B	Knowledge and Curriculum Part-II
03/10/2020 (Saturday)	X B	Creating and inclusive School
05/10/2020 (Monday)	XI	Optional Course :- (Spinning & Weaving, Tailoring, Wood Work, Peace Education, Guidance & Counselling.)

1. Provision of the conduct of examination Act 1981 and directive of the Hon'ble High Court, Patna dated 22.12.1995 will be strictly implemented for fair conduct of Exam.
2. In case of stay out/walkout/mass scale of unfairmeans, there will be no re-examination and Zero marks will be awarded.
3. In case of misprint regarding examination programme in the newspaper, the University is not likely to be responsible and no re-examination will be held. The examinees concerned are therefore directed to verify the examination programme from their respective college.
4. of answer books, forcible prevention of other examinees from appearing at the examination and damage to property etc.) they will make themselves liable to be debarred from examination may also lead to their rustication.
5. STANDARD OPERATIVE PROCEDURE (SOP) FOR CONDUCT OF EXAMINATIONS WITH MEASURES TO BE TAKEN IN VIEW OF COVID-19 SITUATION IS ATTACHED HEREWITH FOR STRICT ADHERENCE BY THE CONCERNED.

By order of the Vice-Chancellor

Sd/-

(Dr.P.K.Pani)

Controller of Examinations

Kolhan University, Chaibasa.

Memo No.NC/KU/CE/.....1231-1234...../2020

Dated:.....02/09/2020.....

Copy to:

1. **The Principal of the college concerned**
2. **The Finance Officer, K.U., Chaibasa for information & needful**
3. **Office of VC/PVC/Registrar for information to VC/PVC/R**
4. **The Editor:** (a) **Prabhat Khaber, New Jain Market, Chaibasa.**
 - (b) **Dainik Jagaran, Chaibasa,**
 - (c) **Hindustan , Chaibasa.**
 - (d) **New Ispat Mail, Chaibasa.**
 - (e) **Dainik Bhaskar**
 - (f) **The Hindustan Times,**
 - (g) **The Telegraph**
 - (h) **Chamakta Aina, Chaibasa.**
 - (i) **Uditvani, Chaibasa**
 - (j) **Jharkhand News Line, Chaibasa**
 - (k) **Farooqui Tanzeeb**
 - (l) **Inext, Jsr**

for favour of publication in their respective daily, free of cost, if desired.

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02/09/2020
**Controller of Examinations
Kolhan University, Chaibasa.**

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.

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02/09/2020

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.

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22/09/2020

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.

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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

S. P. Patel
02/09/2020