



**KOLHAN UNIVERSITY, CHAIBASA**  
**(EXAMINATION DEPARTMENT)**

Examination Centres of B.Ed. 4<sup>th</sup> Semester Examination, 2020 Session (2018-20)

**Reporting Time: 1:30 PM**  
**Exam Times: 02:00 PM-03:30 PM**

Sl. no.	Name of the Centres	Name of the Colleges attached	Name of the Centre Supdt.
1.	Karim City College, (B.Ed. Section) Mango, Jsr.	1). Karim City College, Jsr.	Principal, Karim City College, Jamshedpur
		2). The Graduate School College for Women's, Jsr	
2.	D.B.M.S College of Education, Jamshedpur	1). D.B.M.S. College of Education, Jamshedpur	Principal, D.B.M.S. College of Education, Jamshedpur
3.	Baharagora College, Baharagora.	1). Baharagora College, Baharagora.	Principal, Baharagora College, Baharagora.
4.	S.B. College, Chandil.	1). Ashu Kisku & Ravi Kisku Memorial B.Ed. College, Chandil	Principal, S.B. College, Chandil.
5.	K.S. College, Seraikella.	1). Institute of Education, Seraikella.	Principal K.S. College, Seraikella.
6.	Mahila College, Chaibasa	Mahila College, Chaibasa	Principal Mahila College, Chaibasa
7.	Swami Vivekanand B.Ed. College, Salbani	1. Swami Vivekanand B.Ed. College, Salbani	Principal Swami Vivekanand B.Ed. College, Salbani
		2. Jamini kant B.Ed. College Salbani	
		3. J.K.M B.Ed. College, Sabani	
8.	Jsr. Co-operative College, Jsr (B.Ed. Section)	1. Jsr. Co-operative College, Jsr	Principal Jsr. Co-operative College, Jsr
9.	Srinath College of Education, Adityapur	1. Srinath College of Education, Adityapur	Principal Srinath College of Education, Adityapur
10.	Loyola College for Education, Jsr	1. Loyola College for Education, Jsr	Principal Loyola College for Education, Jsr
11.	Rambha College of Education, Gitilata	1. Rambha College of Education, Gitilata	Principal Rambha College of Education, Gitilata

*S. S. S. S.*  
15/09/2020

12.	N.S.I.B.M. Pokhari	1. N.S.I.B.M. Pokhari	Principal N.S.I.B.M. Pokhari
13.	Madhu Sudan Mahato Teachers Training College, CKP	1. Madhu Sudan Mahato Teachers Training College, CKP	Principal Madhu Sudan Mahato Teachers Training College, CKP

By order of the Vice-Chancellor  
Sd/-

(Dr. P.K. Pani.)

Controller of Examinations  
Kolhan University, Chaibasa

Memo No. NC/KU/CE/ 1271-1274.....2020

Dated: 05/09/2020

Copy to:-

1. The Principal of college concerned
2. The Finance officer, K.U, Chaibasa for information & needful
3. Officer of VC/PVC/R for information to VC/PVC/R
4. The Editor of all Media

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

*P. Pani*  
05/09/2020  
Controller of Examinations  
Kolhan University, Chaibasa

## Guidelines for Conduct of Examinations

### Background

Universities and other educational institutions across the country have been closed since 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



EXAMINATION DEPARTMENT

**KOLHAN UNIVERSITY,**

CHAIBASA, WEST SINGHBHUM

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Memo No. KU/CE/NC...../2020

Date: .....

**NOTIFICATION**

*This is for information to all concerned that the concerned colleges may adopt appropriate strategies to facilitate B.Ed. 4<sup>th</sup> sem. (Session 2018-20) students pursuing School Internship. The concerned colleges may consider to adopt online mode of School Internship, keeping in view of the support system available with them and ensuring fair opportunity to all students.*

By order of the Vice-Chancellor

Sd/-

Controller of Examinations.

Kollhan University, Chaibasa

Memo No. KU/CE/NC...1275-77...../2020

Date: ...05/09/2020

Copy to:-

1. Principal of concerned Colleges.
2. Asstt. to VC/PVC/R for information to VC/PVC/R
3. In file.

*apall*  
05/09/2020  
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