



## शिवाजी विद्यापीठ, कोल्हापूर परिपत्रक

विषय - ऑनलाईन पध्दतीने मौखिक परीक्षेचे आयोजन करणेबाबत...

संदर्भ - १. विद्यापीठ अनुदान आयोग, नवी दिल्ली यांची दि. २९ एप्रिल, २०२० रोजीचे मार्गदर्शक तत्त्वे

२. या विभागाचे संदर्भ क्र.- पीजीबीयुटीआर विभाग/२१५५ दि. २०/०६/२०२० रोजीचे परिपत्रक

सर्व अधिविभागप्रमुख / संचालक / समन्वयक यांना कळविण्यात येते की, सद्यस्थितीत कोरोना (कोविड-१९) संक्रमणामुळे एम.फिल. / पीएच.डी. विद्यार्थ्यांच्या मौखिक परीक्षा आयोजित करण्याबाबत विद्यापीठ अनुदान आयोग, नवी दिल्ली यांचेकडील प्राप्त संदर्भाधीन येथील मार्गदर्शक तत्त्वे विचारात घेवून, त्याअनुषंगाने या विभागाच्या दि. २०/०६/२०२० रोजीच्या परिपत्रकानुसार ऑनलाईन मौखिक परीक्षेचे आयोजन करण्याबाबत कळविण्यात आले होते.

तरी काही अधिविभागामार्फत संबंधित विद्यार्थ्यांचे ऑनलाईन मौखिक परीक्षेबाबत पत्र पाठवून देखिल, परस्पर ऑनलाईन मौखिक परीक्षेऐवजी ऑफलाईन मौखिक परीक्षेची कार्यवाही करण्यात आल्याचे निदर्शनास येत आहे. सद्यस्थितीत विद्यार्थ्यांकडून ऑनलाईन मौखिक परीक्षा आयोजित करण्याबाबत विनंती पत्र देखिल प्राप्त होत आहेत. त्याचप्रमाणे काही प्रकरणात विद्यार्थ्यांकडून ऑनलाईन ऐवजी ऑफलाईन मौखिक परीक्षा घेतल्याबाबत तोंडी तक्रारी देखिल प्राप्त झाल्या आहेत.

सबब एम.फिल./पीएच.डी. मौखिक परीक्षेचे (ऑनलाईन स्वरूपात) आयोजन करण्याबाबत पीजीबीयुटीआर विभागामार्फत पाठविण्यात आलेल्या पत्रामध्ये व मौखिक परीक्षेच्या आयोजनामध्ये संबंधित समिती/अधिविभाग यांना परस्पर कोणताही बदल करता येणार नाही. त्याचप्रमाणे ऑफलाईन मौखिक परीक्षेमुळे कोविड-१९ बाबत कोणतीही गंभीर परिस्थिती उद्भवल्यास किंवा विद्यार्थ्यांची तक्रार प्राप्त झाल्यास याची सर्व जबाबदारी संबंधित समिती/अधिविभागाची राहिल याची सर्व संबंधितांनी नोंद घ्यावी.

सोबत - वरीलप्रमाणे

आदेशावरून,  
कुलसचिव

संदर्भ क्र. - पीजीबीयुटीआर विभाग/६८७६  
दि.

प्रत - 1.1 OCT 2021

१. अधिविभागप्रमुख / संचालक / समन्वयक, सर्व अधिविभाग, शिवाजी विद्यापीठ, कोल्हापूर.

२. प्राचार्य / संचालक, सर्व संलग्नित महाविद्यालय आणि मान्यताप्राप्त शैक्षणिक संस्था (सातारा, सांगली व कोल्हापूर परिक्षेत्र)

३. इंटरनेट कक्ष (सर्व संशोधनार्थींच्या माहितीस्तव सदरचे परिपत्रक विद्यापीठ संकेतस्थळावर ठेवणेकरीता)



# शिवाजी विद्यापीठ, कोल्हापूर

## परिपत्रक

विषय - एम.फिल. / पीएच.डी. अंतिम मुलाखत प्रक्रिया (OPEN DEFENCE / VIVA-VOCE Examination) व्हिडीओ कॉन्फरन्सद्वारे घेणेसंदर्भात...

संदर्भ - विद्यापीठ अनुदान आयोग, नवी दिल्ली यांची दि. २९ एप्रिल, २०२० रोजीचे मार्गदर्शक तत्त्वे

सर्व अधिविभागप्रमुख / संचालक / प्राचार्य / समन्वयक यांना कळविण्यात येते की, सद्यस्थितीत कोरोना (कोविड-१९) संक्रमणामुळे एम.फिल. / पीएच.डी. विद्यार्थ्यांच्या अंतिम मुलाखती आयोजित करण्याबाबत विद्यापीठ अनुदान आयोग, नवी दिल्ली यांचेकडील प्राप्त संदर्भाधीन येथील मार्गदर्शक तत्त्वे विचारात घेवून, त्याअनुषंगाने विद्यापीठाच्या एम.फिल. / पीएच.डी. नियमावलीमधील तरतूद क्र. R.R.D. १२.८ मध्ये सुधारणा करण्यात आल्या असून त्यास अधिष्ठाता मंडळ आणि विद्यापरिषद या दोन्ही विद्यापीठ अधिकार मंडळांकडून मान्यता देण्यात आली आहे. (सोबत दि. २९ एप्रिल, २०२० रोजीचे युजीसी मार्गदर्शक तत्त्वे व सुधारित तरतूद क्र. R.R.D. १२.८)

या संदर्भातील सर्व प्रक्रिया संबंधीत विभागांचे अधिविभागप्रमुख / संचालक / एम.फिल., पीएच.डी. समन्वयक यांनी खालीलप्रमाणे नमूद अटीचे पालन करून आवश्यक ते तांत्रिक मनुष्यबळ घेवून राबविण्यात यावी.

१. संबंधीत एम.फिल. / पीएच.डी. विद्यार्थ्यांच्या अंतिम मुलाखती (OPEN DEFENCE / VIVA-VOCE Examination) विद्यापीठ अनुदान आयोग, नवी दिल्ली यांचेकडील प्राप्त संदर्भाधीन येथील मार्गदर्शक तत्त्वे विचारात घेवून तसेच विद्यापीठ नियमावलीमधील सुधारित तरतूद क्र. R.R.D. १२.८ नुसार व्हिडीओ कॉन्फरन्सिंगद्वारे (ONLINE पध्दतीने) कार्यवाही करणेत याव्यात.
२. तसेच सदर कार्यवाही करताना सद्यस्थितीत कोरोना विषाणूच्या संक्रमणाबाबत शासनाकडून विहित करण्यात आलेल्या सूचनांचे तंतोतंत पालन करून आणि योग्य ती काळजी घेवून संपूर्ण प्रक्रिया पार पाडावीत.
३. सदर मुलाखतीचे व्हिडीओ कॉन्फरन्सिंगद्वारे (ONLINE पध्दतीचे) सर्व रेकॉर्ड आपल्या स्तरावर कायमस्वरूपी जतन करण्यात यावे.
४. सदर प्रक्रिया पूर्ण झालेनंतर संबंधीत विषयातील तज्ञ / परीक्षकांचे स्वाक्षरीसह लेखी अहवाल पुढील योग्य त्या कार्यवाहीसाठी पीजी बीयुटीआर विभागाकडे सादर करणेत यावेत.

सोबत - वरीलप्रमाणे

संदर्भ क्र. - पीजीबीयुटीआर विभाग / 2155  
दि. 20 JUN 2020  
प्रत -

आदेशावरून,

कुलसचिव

१. अधिविभागप्रमुख / संचालक / समन्वयक, सर्व अधिविभाग, शिवाजी विद्यापीठ, कोल्हापूर.
२. प्राचार्य / संचालक, सर्व संलग्नित महाविद्यालय आणि मान्यताप्राप्त शैक्षणिक संस्था (सातारा, सांगली व कोल्हापूर परिक्षेत्र)
३. इंटरनेट कक्ष (सर्व संशोधनार्थीच्या माहितीस्तव सदरचे परिपत्रक विद्यापीठ संकेतस्थळावर ठेवणेकरिता)

## SHIVAJI UNIVERSITY, KOLHAPUR

### M. Phil. / Ph.D. Regulations: Amendment in R.R.D. 12.8

| R.R.D. No. | Amended Regulation   |
|------------|--|
| 12.8       | <p>The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research supervisor and two external examiners, who are not in employment of Shivaji University, Kolhapur or recognized research centre at affiliated college or recognized Institution/ recognized research. Institution, of whom one examiner may be from outside the State/ Country. The Viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the research Supervisor and at least one of two external examiners, and shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the university department, other research scholars and interested experts/ researchers.</p> <p>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 (i.e. RRD. 12. 7 to RRD. 12. 12).</p> <p>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 the members of the Research Advisory Committee, all faculty members of the department, research scholars and interested experts/ researchers, besides the Research Supervisor and Expert (s)/Examiner (s), as applicable.</p> <p>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.</p> <p>[Note : 1. The M. Phil. / Ph. D. Research Coordinator of the respective academic department shall ensure and coordinate all the necessary arrangements of Open Defence /Viva-Voce Examination through Video Conferencing. In case, M. Phil. / Ph. D. Research Coordinator is not appointed for any subject / department then the Research Guide / Internal Referee shall ensure and coordinate the abovementioned arrangements.</p> <p>2. A separate permission shall be obtained by the Research Guide/Internal Referee for organizing Open Defence / Viva-Voce Examination through Video Conferencing.]</p> |





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)

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

29<sup>th</sup> April, 2020

**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,

Encl.: As Above.

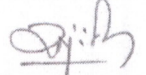
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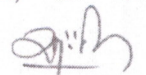
1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

**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.

Yours sincerely

  
(Rajnish Jain)

  
(Rajnish Jain)

**UGC Guidelines on Examinations and Academic  
Calendar for the Universities in View of COVID-19  
Pandemic and Subsequent Lockdown**



**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi**

**April, 2020**

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# **UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown**

## **Introduction**

The whole world, including India, is passing through unprecedented difficult times due to the outbreak of COVID-19 pandemic. As all universities and colleges are closed due to national lockdown, the teaching – learning process and research activities have been badly disrupted. The schedule of Terminal Semester examinations has also got disturbed. In such scenario, it is joint responsibility of all the stakeholders to manage multiple key issues relating to academic activities in the institutions. While it is crucial to follow measures taken by the Government to contain the spread of COVID-19, it is also important to continue the educational process making effective use of technology and other available options. Future may have many uncertainties but difficult times demand quick appropriate decisions. We must be optimistic that we can reinvent work again and engage the students in effective and constructive ways. The University Grants Commission (UGC) has been engaged with this issue and contemplating measures to face the challenge of safeguarding the interests of the academic fraternity in general and students in particular. Confronted with vital issues of examinations and academic calendar, UGC constituted an Expert Committee to deliberate on these issues and make recommendations to address them.

In the present circumstances, the major concerns are as follows:

1. Ensuring the health, safety and security of the students, faculty and staff and also to continue academic activities.
2. Conducting the examinations and declaration of results.
3. Facilitating the students to participate in further admissions, placement processes, research and training etc.
4. Charting out a plan for the next academic session.

In the current scenario, the following issues have been deliberated by the Expert Committee:

### **1. Modes of Teaching-learning Process**

The universities are adopting offline mode, i.e. conducting classes in face to face interaction, with a few exceptions and that too, for very few courses. Some of the universities lack adequate IT infrastructure for effective delivery of education through e-learning mode. In order to tackle the pandemic COVID-19 in the educational institutions and to ensure continuity in teaching- learning process, MHRD and UGC have issued certain guidelines and advisories from time to time and have taken concrete steps to impart online education by making the best use of e-resources which are available on [www.ugc.ac.in](http://www.ugc.ac.in). The MHRD and the UGC have been emphasizing to continue with the teaching-learning process using online modes such as Google Classroom, Google Hangout, Cisco Webex Meeting, You Tube Streaming, OERs, SWAYAM Platform and SWAYAMPRAKASH (available on Doordarshan (Free dish) and Dish TV), etc. The faculty members have contributed a lot for the benefit of students during the lockdown period by using a number of tools like WhatsApp groups, other social media tools and emails. But the students also expect that the faculty must maintain a “substantive contact” with them. So, even after posting the lecture material online, teachers need to maintain communication with the students and discuss course material with them on a regular basis.

### **2. Academic Calendar for the Session 2019-20**

The universities have completed the examinations of the odd semester during December-2019/ January-2020 and the results have been declared. Most of the institutions had already covered 60% to 70% of teaching-learning process for ongoing Even Semester before the dispersal of classes in March, 2020. Further, the remaining part of the curriculum has been attended/ being attended through online mode as the norms of “social distancing” are to be followed by all educational institutions in the interest of the students, faculty and the staff. In fact, the norms of social distance will be required to be maintained by the educational institutions for quite some time, even if the normalcy returns by the first week of May, 2020. Therefore, for the sake of safety of the students, faculty and staff, all universities are required to reschedule the academic calendar 2019-2020.



### **3. Modes of Examinations**

Like the modes of teaching-learning, most of the universities follow the physical mode of examinations, with a few exceptions. On this aspect also, some of the universities lack adequate IT infrastructure for conducting online examinations. The hiring of private agencies for conducting online examinations also does not seem feasible in view of the fact that examinations are to be conducted simultaneously by all the universities. Therefore, keeping in view the basic infrastructure available at the level of the institutions and accessibility of internet to the students, especially in remote areas, it is not feasible to uniformly adopt the online mode of examination at this juncture.

### **4. Academic Calendar for the Session 2020-21**

Several School Boards are yet to complete their Class XII Examinations, as of now. Examinations for the Even Semester in the universities are also getting delayed due to national lockdown. Naturally, all these things will delay the admission process in the university system for the next academic session. In order to tackle this situation, the universities may require some amendments in their academic calendar for the academic session 2020-21.

### **5. Functioning of Laboratories**

Like teaching, research has also suffered during the lockdown period as the laboratories are closed. It would be appropriate that during the period of lockdown, laboratories are maintained by the research staff/ teachers of the concerned department(s) on rotation basis, without violating the norms of “social distancing”. However, the universities may take appropriate decision to allow PIs/ Ph.D. scholars and Post-Doctoral Fellows to maintain labs/ conduct research, with strict compliance of the guidelines/ directives issued by the appropriate authorities/ Governments from time to time.

## **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 region / 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 assignments 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 evaluation.

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.

## ACADEMIC CALENDAR

1. The following calendar is suggested for the academic session 2019-2020:

The Academic Calendar is suggestive in nature. The universities may adopt / adapt it after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in their city / region / state and other factors.

|  |  |
|--|--|
| Start of Even Semester   | 01.01.2020   |
| Suspension of Classes  | 16.03.2020   |
| Continuation of Teaching-Learning through various modes such as Online Learning / Distance Learning / Social Media (WhatsApp / YouTube) / E-mails / Video Conferencing / Mobile Apps / SWAYAMPRAKHA Channels on DTH etc. | 16.03.2020 to 31.05.2020                             |
| Finalisation of Dissertation/ Project Work/ Internship Reports/ E-labs/ Completion of Syllabus/ Internal Assessment/ Assignment/ Students Placement Drive etc.   | 01.06.2020 to 15.06.2020                             |
| Summer Vacations #   | 16.06.2020 to 30.06.2020                             |
| Conduct of Examinations:<br>(i) Terminal Semester/ Year<br>(ii) Intermediate Semester/Year   | 01.07.2020 to 15.07.2020<br>16.07.2020 to 31.07.2020 |
| Evaluation and Declaration of Result:<br>(i) Terminal Semester/ Year<br>(ii) Intermediate Semester/ Year   | 31.07.2020<br>14.08.2020                             |

- # If situation so demands, the universities can have Summer Vacations for 30 days from 01-06-2020 to 30-06-2020. In that case the teaching-learning through various modes can be held up to 15-05-2020 and subsequently Finalization of Dissertation etc. may be completed from 16-05-2020 to 31-05-2020.

2. The universities should develop a fool-proof plan before the resumption of session, strictly following the norms of “social distancing” and other required precautions, to avoid any eventuality arising due to COVID-19.



3. Admissions to the UG and PG programmes for the session 2020-21 may be completed by 31.08.2020. If necessity arises, provisional admissions may also be made and relevant documents of qualifying examination may be accepted up to 30.09.2020.
4. The Academic Session 2020-21 may commence from 01.8.2020 for old students and from 01.09.2020 for fresh students.

The following calendar is suggested for the academic session 2020-2021:

|   |                          |
|---|--------------------------|
| Admission Process                                       | 01.08.2020 to 31.08.2020 |
| Commencement of Classes                                 |                          |
| i. Students of 2 <sup>nd</sup> / 3 <sup>rd</sup> year * | 01.08.2020               |
| ii. Fresh batch (First Semester/Year)                   | 01.09.2020               |
| Conduct of Examinations                                 | 01.01.2021 to 25.01.2021 |
| Commencement of Classes for Even Semester               | 27.01.2021               |
| Dispersal of Classes                                    | 25.05.2021               |
| Conduct of Examinations                                 | 26.05.2021 to 25.06.2021 |
| Summer Vacations  | 01.07.2021 to 30.07.2021 |
| Commencement of Next Academic Session                   | 02.08.2021               |

\* For courses more than 3-year duration, the university may plan accordingly.

### **Some General Guidelines**

1. All the universities may follow a 6-day week pattern to compensate the loss for the remaining session of 2019-20 and the next session 2020-21.
2. In view of the importance of “social distancing”, universities may take necessary steps to ensure that the students are given exposure to laboratory assignments/ practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose. The link provided by Ministry of Human Resource Development for virtual laboratories to facilitate the students of science/ engineering/ technology streams may also be suitable for such purposes.
3. Every institute should develop virtual classroom and video conferencing facility and all teaching staff should be trained with the use of the technology.
4. The universities should prepare e-content/e-lab experiments and upload the same on their websites.
5. The universities should strengthen the mechanism of mentor-mentee counselling through a dedicated portal on university website to impart timely guidance and counselling to the students. Besides, the faculty advisor and supervisor assigned to each student should maintain regular communication with the students.

6. The universities may devise a proforma to record the Travel/ Stay history of the staff and students for the period when they were away from the university due to lockdown, so that necessary precautions may be taken in specific cases, if required. In addition, the universities will strictly comply with all precautions and preventive measures to curb the spread of COVID -19.
7. In order to overcome such challenges in future, the faculty should be adequately trained for the use of ICT and online teaching tools, so that they complete about 25% of the syllabus through online teaching and 75% syllabus through face to face teaching.
8. In view of the present scenario and future uncertainties:
  - i. the universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system,
  - ii. if the university faces difficulty in making admissions as per the existing policy, it may adopt alternative modes of admission process, if otherwise legally tenable, and
  - iii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/competent authority.

*Notwithstanding the above Guidelines regarding the resumption of session, conduct of examinations and commencement of next academic session, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC from time to time to prevent the spread of COVID-19.*

## Acknowledgement

The Guidelines on Examinations and Academic Calendar for the Universities, in view of COVID-19 pandemic and subsequent lockdown, has been prepared on the basis of the Report of the Expert Committee constituted by the University Grants Commission under the Chairmanship of **Prof. R. C. Kuhad**, Former Member, UGC and Vice Chancellor, Central University of Haryana, Mahendergarh, Haryana along with members which includes **Prof. A. C. Pandey**, Director, Inter University Accelerator Centre, New Delhi; **Prof. Aditya Shastri**, Vice Chancellor, Banasthali Vidyapith, Banasthali, Rajasthan; **Prof. Raj Kumar**, Vice Chancellor, Panjab University, Chandigarh; **Prof. Upinder Dhar**, Vice Chancellor, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore, M.P; **Dr. Surender Singh**, Joint Secretary, University Grants Commission and **Dr. Vikas Gupta**, Joint Secretary, University Grants Commission (Member Co-ordinator).

The Expert Committee also co-opted **Prof. V. K. Jain**, Vice Chancellor, Tezpur University, Assam; **Prof. G. D. Sharma**, Vice Chancellor, Atal Bihari Vajpayee University, Bilaspur, Chhatisgarh; **Prof. Appa Rao Podile**, Vice Chancellor, Central University of Hyderabad, Telangana; **Prof. Rajesh Kumar Malik**, Dean, School of Law, Central University of Haryana, Mahendergarh and **Prof. Sanjiv Kumar**, Dean Academics, Central University of Haryana, Mahendergarh.

**Dr. K. P. Singh**, Former Joint Secretary, UGC and **Dr. Diksha Rajput**, Deputy Secretary, UGC have made valuable contribution in the finalization of the Guidelines.

The document has been fine-tuned with the necessary support and relevant inputs provided by **Prof. Rajnish Jain**, Secretary, University Grants Commission.

The Commission approved the document at its meeting held on 27.4.2020 through Video Conferencing.

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