



# Centre for Open and Distance Learning(CODL) Tezpur University

Napaam, Tezpur, Assam: 784028

Email- [codl@tezu.ernet.in](mailto:codl@tezu.ernet.in)/[codldirector@teu.ernet.in](mailto:codldirector@teu.ernet.in)

Contact- 03712275350/57/51

Ref. No- F.TU/CODL/Exam/27/12/1352

Date- 11-08-2020

## **NOTIFICATION** **SPRING SEMESTER END EXAMINATION 2020**

This is for the information of all concerned learners of CODL that Spring Semester (Jan-June) End Examination 2020 shall commence from September 21, 2020 as per the schedule detailed below. Learners are advised to carefully go through all the instructions as mentioned below and mandatorily follow all necessary guidelines as issued by Government of India and Government of Assam in regards with COVID-19 pandemic.

### **GENERAL INFORMATION FOR ALL EXAMINEES**

- 1) The last date of submission of assignment is 22-June-2020. Submission of assignments is mandatory for appearing examination.
- 2) Online admit Cards shall be made available for download from 1-Sep-2020 onwards. No offline admit cards shall be issued.
- 3) Those learners who have not yet completed the document verification process are hereby instructed to complete their verification process on or before 18 September 2020 by visiting CODL, Tezpur University **OR** the candidates have the option to send the clear scan copy of their original documents to [codl@tezu.ernet.in](mailto:codl@tezu.ernet.in) in a zip file format **latest by Sep 18 2020**. CODL shall scrutinize the said scan original documents and approve the same, after which it shall be mandatory for the candidate to produce the original documents to the Centre Head at the exam centre.
- 4) Tezpur University examinees shall be required to arrange for their own accommodation as University hostels have been shut down due to COVID-19 pandemic. Such examinees may avail budget hotels/lodges in Tezpur Town and avail University Bus Service for to and fro travel to University campus.
- 5) Examinees travelling from outside Assam shall be required to adhere to the latest guidelines issued by Govt. of Assam in regards with quarantine and related matters. Hence, such candidates must plan their travel and accommodation durations accordingly. Further they must keep themselves updated on any further amendments made to the said regulations by Govt. of Assam. They must carry their examination admit card print out at all times during their travel and shall produce the same as and when asked for by the state government authorities as valid pass for movement.
- 6) List of eligible candidates for appearing the Spring Sem End Exam 2020 shall be made available shortly at CODL webpage.

## EXAMINATION SCHEDULE

Sl	Date	Programme	Course Name	Course Code	Time
1	21 SEP 2020  (MON)	Mass Comm Mass Comm English English Sociology Sociology Maths PGD CRG PGD HRM PGD EDM PGD REEM	INTRODUCTION TO COMMUNICATION AND MEDIA NEW MEDIA BRITISH SOCIAL HISTORY BRITISH POETRY III: MODERN & CONTEMPORARY CLASSICAL SOCIOLOGICAL THOUGHTS SOCIAL MOVEMENTS IN INDIA ABSTRACT ALGEBRA UNDERSTANDING CHILDHOOD FOUNDATION OF MANAGEMENT ENVIRONMENT: BASIC UNDERSTANDING ENERGY AND ENVIRONMENT	MMC 101 MMC 301 MEG 101 MEG 301 MSO 101 MSO 301 MMS 101 DCG 101 DHR 101 DEM 101 DRE 101	10.00 am to 1.00 pm
2	21 SEP 2020  (MON)	Mass Comm English English Sociology PGD CRG PGD HRM PGD EDM PGD REEM	MEDIA LAW AND ETHICS BRITISH POETRY II: NEO-CLASSICAL TO VICTORIAN INDIAN LITERATURE IN ENGLISH II SOCIOLOGICAL THEORIES CHILD RIGHTS AS HUMAN RIGHTS-PART II HUMAN RESOURCE DEVELOPMENT ENVIRONMENTAL LAWS AND POLICIES ENERGY MANAGEMENT AND AUDITING	MMC 201 MEG 201 MEG 405 MSO 201 DCG 201 DHR 201 DEM 201 DRE 201	2.00 pm to 5.00 pm
3	22 SEP 2020  (TUE)	Mass Comm Mass Comm English English Sociology Sociology Maths PGD CRG PGD HRM PGD EDM PGD REEM	EVOLUTION OF INDIAN MEDIA COMMUNICATION RESEARCH METHODS BRITISH POETRY I: CHAUCER TO RESTORATION BRITISH DRAMA II: MODERN & CONTEMPORARY INTRODUCTION TO FAMILY AND KINSHIP GENDER AND SOCIETY LINEAR ALGEBRA CHILD RIGHTS AS HUMAN RIGHTS-PART I ORGANISATIONAL BEHAVIOUR NATURAL RESOURCES AND SUSTAINABLE DEVELOPMENT SOLAR ENERGY	MMC 102 MMC 302 MEG 102 MEG 302 MSO 102 MSO 302 MMS 102 DCG 102 DHR 102 DEM 102 DRE 102	10.00 am to 1.00 pm
4	22 SEP 2020  (TUE)	Mass Comm Mass Comm English English Sociology Sociology PGD CRG PGD HRM PGD EDM PGD REEM	RADIO BROADCASTING FILM STUDIES BRITISH FICTION I: BEGINNINGS TO VICTORIAN BRITISH FICTION II: MODERN & CONTEMPORARY POLITICAL SOCIOLOGY RESEARCH METHODOLOGY GOVERNANCE AND CHILD RIGHTS LABOUR LAWS ENVIRONMENTAL POLLUTION AND MITIGATION ENERGY EFFICIENCY IN THERMAL UTILITIES	MMC 202 MMC 401 MEG 202 MEG 401 MSO 202 MSO 401 DCG 202 DHR 202 DEM 202 DRE 202	2.00 pm to 5.00 pm
5	23 SEP 2020  (WED)	English Sociology PGD HRM PGD REEM	ENGLISH LANGUAGE TEACHING SOCIOLOGY OF RELIGION ORGANIZATIONAL CHANGE AND DEVELOPMENT NEW ENERGY RESOURCES	MEG 204 MSO 204 DHR 204 DRE 105	10.00 am to 1.00 pm
5	23 SEP 2020  (WED)	Mass Comm English Sociology	SCIENCE COMMUNICATION LITERARY CRITICISM AND THEORY II ENVIRONMENTAL SOCIOLOGY	MMC 402 MEG 402 MSO 402	2.00 pm to 5.00 pm

6	24 SEP 2020  (THU)	Mass Comm Mass Comm English English Sociology Sociology Maths PGD CRG PGD HRM PGD EDM PGD REEM	ADVERTISING AND PUBLIC RELATIONS TELEVISION PRODUCTION BRITISH DRAMA I: BEGINNINGS TO RESTORATION AMERICAN LITERATURE I SOCIOLOGY OF INDIA INDUSTRY AND SOCIETY REAL ANALYSIS VULNERABILITIES OF CHILDREN IN THE NORTH EAST FOUNDATION OF HUMAN RESOURCE MANAGEMENT URBAN WATER MANAGEMENT BIOMASS ENERGY	MMC 103 MMC 303 MEG 103 MEG 303 MSO 103 MSO 303 MMS 103 DCG 103 DHR 103 DEM 103 DRE 103	10.00 am to 1.00 pm
7	24 SEP 2020  (THU)	Mass Comm Mass Comm English English Sociology Sociology PGD CRG PGD HRM PGD EDM PGD REEM	MEDIA MANAGEMENT COMMUNITY MEDIA LITERARY CRITICISM & THEORY I WOMENS WRITING IN ENGLISH SOCIOLOGY OF DEVELOPMENT SOCIOLOGY OF HEALTH AND ILLNESS RESEARCH IN CHILD RIGHTS COMPENSATION MANAGEMENT PLANNING FOR RISK AND CRISIS MITIGATION ENERGY EFFICIENCY IN ELECTRICAL UTILITIES	MMC 203 MMC 403 MEG 203 MEG 403 MSO 203 MSO 403 DCG 203 DHR 203 DEM 203 DRE 203	2.00 pm to 5.00 pm
8	25 SEP 2020  (FRI)	Mass Comm Mass Comm  English English Sociology Sociology Maths PGD CRG PGD HRM PGD EDM PGD REEM	REPORTING AND EDITING COMMUNICATION FOR SOCIAL CHANGE AND DEVELOPMENT ASPECTS OF LANGUAGE INDIAN WRITING IN ENGLISH SOCIAL STRATIFICATION SOCIAL DEMOGRAPHY PROBABILITY AND STATISTICS SOCIAL POLICIES FOR CHILDREN INDUSTRIAL RELATIONS FUNDAMENTALS OF DISASTERS MANAGEMENT WIND AND HYDRO ENERGY	MMC 104 MMC 304  MEG 104 MEG 304 MSO 104 MSO 304 MMS 104 DCG 104 DHR 104 DEM 104 DRE 104	10.00 am to 1.00 pm
8	25 SEP 2020  (FRI)	Sociology	SOCIOLOGY OF NORTHEAST INDIA	MSO 404	2.00 p.m. to 5.00 p.m.

**Sd/-**  
**Director**  
**Centre For Open and Distance Learning**

**STANDARD**  
**OPERATING**  
**PROCEDURES FOR**  
**INSTITUTIONS AND**  
**EXAMINEES AS**  
**ISSUED BY UGC, Govt.**  
**of India**



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)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

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

8<sup>th</sup> July 2020

### Standard Operating Procedure (SOP) for Conduct of Examinations

Respected Madam/Sir,

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

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UIA, dated 6<sup>th</sup> 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)

# 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