

No.EDN-H(8)B(3)/2011/Admn/Vac./Sch.
Directorate of Higher Education
Himachal Pradesh
Email:dhe-sml-hp@gov.in,college_branch@rediffmail.com
Phone No. 0177-2653120, 2653575. Fax 0177-2812882
Dated Shimla- 171002 the 15th July, 2020

To

1. All the Principals of Govt.Colleges / Skt./ GIA Colleges,
Himachal Pradesh.
2. All the Deputy Directors of Higher Education,
Himachal Pradesh.

Subject: - Regarding admissions to class 10+1, Graduation 1st Year and conduct of Final Semester Examination in UG/PG classes.

Please find enclosed herewith a copy of letter No EDN-B-B(14)-12/2018 dated 13th July,2020 received from Secretary (Education) to the Govt. of Himachal Pradesh Shimla-02 with the request to take further necessary action in the matter accordingly.

In addition to the above, the roll on admissions to 2nd year & final year classes may also be carried out as per the schedule mentioned in the letter / instructions enclosed herewith.



Director of Higher Education
Himachal Pradesh
15th July, 2020

Endst. No. Even Shimla the
Copy for information to: -

1. The Registrar HPU Shimla-05.
2. The Supdt. General Branch, Directorate of Higher Education Shimla H.P .
3. The Supdt. IT Cell with the request to upload the same on Departmental website.
4. Guard File.



Director of Higher Education
Himachal Pradesh

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No. EDN-B-B(14)-12/2018.
Government of Himachal Pradesh
Department of Education.

Dated Shimla-02, the

13th July, 2020.

From

The Secretary (Education) to the
Govt. of Himachal Pradesh
Shimla-02.

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To

1. The Director,
Higher Education, Himachal Pradesh, Shimla-01.
2. The Director,
Elementary Education, Himachal Pradesh, Shimla-01.
3. The Controller of Examination,
HP University, Shimla-05.

Subject : Regarding admissions to class 10+1, Graduation 1st Year and conduct of Final Semester Examinations in UG/PG classes.

Sir,

This is to bring to kind notice that as per MHA guidelines dated 20.06.2020 Colleges and Educational Institutions will remain closed till 31.07.2020. However, Online/Distance Learning shall continue and shall be encouraged. Detailed instructions qua Online/Distance Learning in the Schools, Colleges w.e.f. 13.07.2020 have already been issued vide this office letter of even number dated 10th July, 2020.

MHRD guidelines issued on 30.06.2020 provide that faculty Member/Teachers/Non-Teaching Staff should be permitted and advised to work from home till 31.07.2020. However, in case of exigency staff may attend or be asked to attend the educational institutions with all precautionary measures.

Further, MHRD guidelines issued on 06.07.2020 provide that final term examinations should be compulsorily conducted as per UGC guidelines on examinations and all examinations may be conducted by 30.09.2020. MHA has also granted exemption for opening of educational institutions for the purposes of holding examinations/evaluation work.

The issue of fresh admissions of class 11th in the schools and classes BA/Bsc/B.Com-I to the colleges was deliberated at length at the

government level and it has been decided that wherever possible Online/Telephonic Registrations for admissions to the above mentioned classes may be started w.e.f. 13.07.2020 to 31.07.2020. Scrutiny of Registrations/Admission Applications will be conducted in the first week of August and admissions confirmed thereafter. In case some candidates fail to register during this period they will be provided another opportunity in the month of August.

It has further been decided that examinations for the final semester of UG classes will be conducted in the State w.e.f. 17th August, and those for PG classes would be conducted in the month of September. In case some candidates fail to take final exam due to COVID-19 related reasons they will be afforded another opportunity later on. These examinations will be conducted as per SOPs issued by MHRD vide letter NO.16-16/2020-U1A dated 06.07.2020 (copy enclosed). The instructions qua graduation 1st year and 2nd year annual exams would be issued later on.

In order to coordinate the Online/Distance Learning, Online/Telephonic Registrations for admissions and preparations for conduct of final term examination the school and college offices will start functioning w.e.f. 13.07.2020 with bare minimum staff. The Teacher/Faculty Members would remain available on telephones and they will continue to work from home. However the Principal may call minimum staff as and when required for the above purposes. You are therefore, directed to take further necessary action in the matter.

Yours faithfully,


(Rajeev Sharma)

Secretary (Education) to the
Government of Himachal Pradesh.

Endst No. AS above,
Copy forwarded to:-

Dated: 13 July, 2020.

1. The Spl. PS to Hon. Education Minister for information of the Hon. Education Minister to the Govt. of Himachal Pradesh, Shimla-02.
2. The Spl. Secretary Education to the Govt. of Himachal Pradesh, Shimla-02.
3. The State Project Director, Himachal Pradesh, Shimla-01.
4. The Principal SCERT, Rabon Solan.
5. The Secretary, Board of School Education Himachal Pradesh, Dharmshala.


(Rajeev Sharma)

Secretary (Education) to the
Government of Himachal Pradesh.

(3)
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
6/7/20

(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
6/7/20

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

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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.

- (5)
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.

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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