



# SAMBALPUR UNIVERSITY

JYOTI VIHAR: DIST.-SAMBALPUR (ODISHA)-768 019

No. 01314 /E.G.II

Dated the, 14/05/2020

With reference to the Letter no. 15488/HE, Dt. 07.05.2020 from Saswat Mishra, Commissioner-Cum-Secretary, Govt. Of Odisha(copy attached) and UGC Guidelines on University Examinations, Dt. 29.04.2020( Copy attached), the tentative Academic calendar and Examination Calendar(Post Lockdown) for Under Graduate programme of affiliated colleges under Sambalpur University is as following:

## Tentative Academic Calendar and Examination Calendar (Post Lockdown) for Under Graduate Programme of affiliated colleges under SAMBALPUR UNIVERSITY

Sl. No.	Activity	Timeframe	Remarks
00	Preparatory meetings before reopening of the University/ Colleges by the concerned administration	5 <sup>th</sup> - 17 <sup>th</sup> June 2020	Arrangement for social distancing and sanitation/disinfection/data base of hostel borders
01	Reopening of the University/Colleges	17 <sup>th</sup> June 2020	-
02	Preparatory work at Hostels and Departments	18 <sup>th</sup> - 19 <sup>th</sup> June 2020	After due screening, registration and declaration
03	Entry of Final Semester students to the campus	20 <sup>th</sup> June 2020	Students of other Semesters will continue to learn through online classes organized by the respective Depts
04	Teaching-learning process Virtual/Face to face mode for completion of difficult and backlog portions of the syllabus, practical classes, clarification of doubts, etc.	21 <sup>st</sup> June-30 <sup>th</sup> June 2020	Face to face mode in batches (For final semester students of UG who will appear the final exam)
05	Preparation for Exams by UG Final Semester students (6 <sup>th</sup> Sem UG)	1 <sup>st</sup> - 7 <sup>th</sup> July 2020	-
06	Final Semester (6 <sup>th</sup> Sem UG) Exams. including practical and Dissertation)	8 <sup>th</sup> - 24 <sup>th</sup> July 2020	1) All practical/ projects/ theory of UG 6 <sup>th</sup> Semester shall be evaluated by locally arranged experts 2) Either UG 4 <sup>th</sup> Semester back exam will be held or they will be awarded marks based on their performance in the previous Semesters.
07	Final Semester student to leave hostels and campus	By 26 <sup>th</sup> July 2020	Not to enter campus (final UG students completing examination)

  
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08	Re-sanitization of Hostels and Library etc.	By 26 <sup>th</sup> – 28 <sup>th</sup> July 2020	-
09	Entry of 2 <sup>nd</sup> and 4 <sup>th</sup> Semesters students (UG)	29 <sup>th</sup> July 2020	After due screening, registration and declaration
10	1 <sup>st</sup> Semester UG pending Exam	1 <sup>st</sup> to 8 <sup>th</sup> August 2020	-
11	Teaching-learning process Virtual/Face to face mode for completion of difficult portions of the syllabus, practical classes, clarification of doubts, etc.	30 <sup>th</sup> July – 14 <sup>th</sup> August 2020 (for 4 <sup>th</sup> Sem UG) 9 <sup>th</sup> August to 25 <sup>th</sup> August, 2020 (for 2 <sup>nd</sup> Sem UG)	Face to Face / Online Learning / Distance Learning / Social Media (WhatsApp / YouTube) / E-mails / Video
12	Proposed Common Entrance test for PG admission	Starting from 16 <sup>th</sup> August 2020	Final Decision to be taken by HEC.
13	Evaluation of answer scripts and publication of Final Semester results (latest by)	20 <sup>th</sup> August, 2020	As special arrangement for Covid-19, no scripts be sent to external examiners; internal evaluation be conducted for UG exam as per the decision of the University. However for PG Exams internal evaluation be conducted by the University faculty for timely publication of results
14	4 <sup>th</sup> Semester (UG) Exams	22 <sup>nd</sup> August to 5 <sup>th</sup> Sept, 2020	-
15	2 <sup>nd</sup> Semester UG Exam	02 <sup>nd</sup> Sept- 12 <sup>th</sup> Sept, 2020	-
16	Teaching-learning process for 5 <sup>th</sup> Semester (UG) students Teaching-learning process for 3 <sup>rd</sup> Sem UG students	7 <sup>th</sup> Sept- 7 <sup>th</sup> Nov, 2020 13 <sup>th</sup> Sept – 13 Nov, 2020	Face to Face / Online Learning / Distance Learning / Social Media (WhatsApp / YouTube) / E-mails / Video
17	Break for preparation	8 <sup>th</sup> – 17 <sup>th</sup> Nov, 2020	This must be informed to students well in advance
18	3 <sup>rd</sup> Sem UG and 5 <sup>th</sup> Semester (UG) Exams	18 <sup>th</sup> Nov- 05 <sup>th</sup> Dec 2020	Date to be notified later on. (May be with slight modification)

NB-This calendar is prepared with an assumption of normalization of post COVID situation on 17<sup>th</sup> June 2020.

(Prepared by Controller of Examinations, Sambalpur University)

  
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In any case, the recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/competent authority.

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NB/AKJ/AK

*NB/AKJ/AK*

Further, as mentioned above the tentative programme for the Three Year Degree Course +3 **Sixth Semester- 2020** University Examination in Arts/ Science/ Commerce (Pass & Honours) is as following.

Date of Commencement of Examination: 8th July, 2020. Time: 09.00 A.M. to 11.30 A.M. For 50 Marks and 09.00 A.M. to 11.00 A.M. For 40 Marks.

Date	Arts	Science	Commerce
08.07.2020	Hons. - DSC - TH13 Pass - DSE-A-TH2		
09.07.2020		Hons. - DSC - TH13 Pass - DSE-A- TH2	Hons. - DSC - TH13 Pass - DSE-A- TH2
10.07.2020	Hons. - DSC - TH14 Pass - DSE-B-TH2		
11.07.2020		Hons. - DSC - TH14 Pass - DSE- B-TH2	Hons. - DSC - TH14 Pass - DSE-B- TH2
13.07.2020	Hons. - DSE-TH3 Pass - GE-A- TH2		
14.07.2020		Hons. - DSE-TH3 Pass - DSE-C- TH2	Hons. - DSE-TH3 Pass - DSE-C- TH2
15.07.2020	Hons. - DSE-TH4		
16.07.2020	Pass - SEC-D	Hons. - DSE-TH4 Pass - SEC-D	Hons. - DSE-TH4 Pass - SEC-D

**Note:** The Examinee who have opted Math and Statistics Hons. in Arts Stream will appear the said examinations along with the examinee of Science stream i.e. on Dt. 09.07.2020, 11.07.2020, 14.07.2020 and 16.07.2020.

1. Omissions and clashes, if any, should be brought to the notice of the undersigned immediately.
2. Principals of tagged colleges are requested to depute one Senior Lecturer for identification of the examinees at the Centre of examination.
3. The Principal/Centre Superintendent shall notify date for Practical examination.
4. Candidates are advised to appear the examination as per their course.

Memo No. 01315 /EG.II

Copy forwarded for information and necessary action to:-

01. District Magistrate and Collector, Sambalpur/Deogarh/Jharsuguda/Bargarh/Sonepur/Bolangir/Nuapada/Kalahandi/Boudh/Angul/Sundargarh/Rourkela.
02. Director of Printing, Stationary and Publication, Madhupatna, Cuttack for favour of printing in the next issue of Odisha Gazette.
03. The Commissioner-cum-Secretary to the Governor of Odisha, Raj Bhawan, Bhubaneswar for information of Hon'ble Chancellor (two copies).

*S. Nagark*  
14/05/2020  
Controller of Examinations

Dated: 14/05/2020

*[Signature]*  
Principal  
Brajrajnagar College  
Brajrajnagar

Commencement of Classes	
Students of 2 <sup>nd</sup> / 3 <sup>rd</sup> year	01.08.2020
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

### Some General Guidelines

1. Universities may follow a 6-day week pattern.
2. Students be 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.
3. Link provided by MHRD for virtual laboratories to facilitate the students of science/ engineering/ technology streams may also be suitable for such purposes.
4. Develop virtual classroom and video conferencing facility and all teaching staff should be trained with the use of the technology.
5. Universities should prepare e-content/e-lab experiments and upload on their websites.
6. Strengthen the mechanism of mentor-mentee counselling.
7. 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.
8. 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.

### **Note**

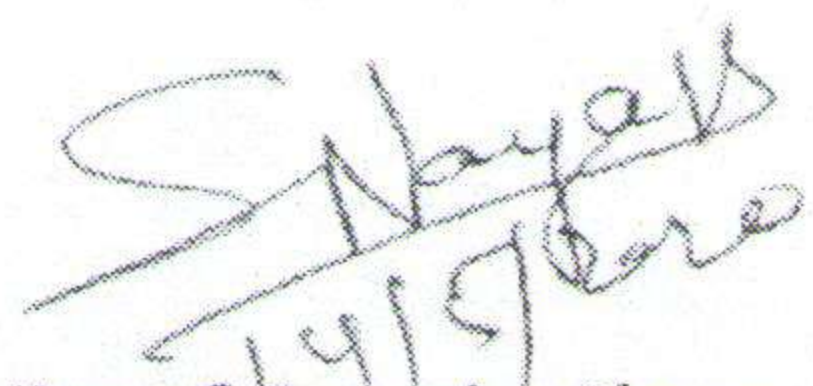
In view of present scenario and future uncertainties

Universities may adopt/ adapt 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,


University may adopt alternative modes of admission process, if otherwise legally tenable.

Educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly.

04. Commissioner-cum-Secretary to Government, Department of Higher Education, Government of Odisha, Bhubaneswar.
05. Principals of all Colleges/Institutions under the jurisdiction of Sambalpur University. They are requested to give wide publicity of this programme for information of the candidates.(Two copies).
06. Director of Higher Education, Odisha, Bhubaneswar/Regional Director, Higher Education, Budharaja, Sambalpur.
07. Chairman, P.G.Council, Sambalpur University, Jyoti Vihar.
08. Editor, The Samaj/The Sambad/The Dharitri/The Agnisikha/The Koshal for favour of publication in one issue of their respective daily FREE OF COST for information of the students and guidance.
09. All Section Officers/Type Superintendent/Office Superintendents.
10. 05 copies to Section Officer, EC-I and EC-II Section/EC-VI Section.
11. 05 spare copies to EG-I and EG-II Section.
12. 05 spare copies to Controller of Examination Unit.
13. Notice Board for general information and guidance.
14. Two copies to University Computer Centre, Sambalpur University.
15. Two copies to e-Governance Nodal Centre, Sambalpur University.
16. Regional Director, DHE, Sambalpur.

  
 14/5/2020  
 Controller of Examinations



  
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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.

The UGC will establish a Help Line for monitoring student grievances related to examinations and academic activities during COVID-19 pandemic.

#### • ACADEMIC CALENDAR

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 / SWAYAMPURABHA 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 <sup>#</sup>	16.06.2020 to 30.06.2020
Conduct of Examinations:	
Terminal Semester/ Year	01.07.2020 to 15.07.2020
Intermediate Semester/Year	16.07.2020 to 31.07.2020
Evaluation and Declaration of Result:	
Terminal Semester/ Year	31.07.2020
Intermediate Semester/ Year	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 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
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**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No. 15488 /HE, Date: 07.05.2020  
HE-PTC-MISC-0004/2015

From

Saswat Mishra, IAS  
Commissioner-cum-Secretary

To

The Vice-Chancellors (All State Public Universities coming under  
Higher Education Department)

The Principals (All Government and Non-Government  
Autonomous Colleges coming under Higher Education  
Department)

Sub: Tentative Examination schedule of Terminal Semester Examination, 2020 of Under-Graduate (UG) and Post-Graduate (PG) Students) in view of COVID-19 pandemic and Lockdown

Madam/Sir,

(A) To ensure on-time graduation, it was decided that the examination of final year students would be completed by 31<sup>st</sup> May, 2020 and the publication of results by 15<sup>th</sup> June, 2020. But due to COVID-19 pandemic, Colleges and Universities have been closed from 23<sup>rd</sup> March, 2020 to 17<sup>th</sup> June, 2020. Therefore, the revised datelines of Terminal Semester Examination, 2020 for both Under-Graduate and Post-Graduate classes, as decided during the video conferencing with the Vice-Chancellors of all State Public Universities on 6<sup>th</sup> May, 2020, is given below.

Terminal Examination, 2020	Examination to be completed by:	Publication of Results by	
UG(+3) Final Year / 6 <sup>th</sup> Semester	24 <sup>th</sup> July, 2020	31 <sup>st</sup> August, 2020	The detailed Time-Table will be notified by respective Universities /Autonomous Colleges.
PG: Final Year/ 4 <sup>th</sup> Semester	20 <sup>th</sup> August, 2020	20 <sup>th</sup> September, 2020	

However, the schedule of Back Paper examinations will be decided later on depending on COVID-19 situation.

  
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Examinations, observing the guidelines of "social distancing" and keeping in view the support system available with them and ensuring fair opportunity to all students.

Terminal semester/ year examinations for PG/ UG courses/ programmes may be conducted by universities as suggested in the academic calendar. The timing of the examination may be considered appropriately by the universities, and examination may be conducted keeping in mind the guidelines of "social distancing".

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 regions / 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 evaluation 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 assessments.

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.

Period of lockdown may be treated as 'deemed to be attended' by all the students/ research scholars.

Adopt appropriate strategies to facilitate the UG/ PG students pursuing Projects/ Dissertations. 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.

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.

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.

Extension of six months period to the M.Phil. or Ph.D. students.

Press Information Bureau  
Government of India

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

Guidelines issued in presence of Union HRD Minister

New Delhi

29th April, 2020

In view of 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 to avoid academic loss and take appropriate measures for the future of students.

The Expert Committee was headed by Prof. R. C. Kuhad, Former Member, UGC and Vice Chancellor, Central University of Haryana, Mahendergarh, Haryana along with other members.

The Commission at its meeting held on 27.4.2020 accepted the Report of the Committee and approved the Guidelines on Examinations and Academic Calendar.

These UGC guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown were issued in presence of Union HRD Minister Shri Ramesh Pokhriyal 'Nishank' in New Delhi today. Secretary, Higher Education, MHRD Shri Amit Khare and senior officials of the Ministry and UGC were present on the occasion.

The following are the main recommendations in the guidelines issued by UGC today

1. *Intermediate Semester Students: Will be graded based on internal assessment of the present and previous semester. In states where the COVID-19 situation has normalized, there will be exams in the month of July.*
2. *Terminal Semester Students: exams will be held in the month of July.*
3. *A COVID-19 cell will be constituted in every university which will be empowered to solve the issues of students related to academic calendar and examinations.*
4. *A COVID-19 cell in the UGC to be created for faster decision making.*

The highlights of the Guidelines are as under:

Guidelines are advisory in nature.

University may chart out its own plan of action taking into consideration the issues pertaining to COVID – 19 Pandemic

Ensure Social Distancing.

**EXAMINATIONS**

Universities may adopt alternative and simplified modes and methods of examinations to complete the process in shorter period of time .

Universities may adopt efficient and innovative modes of examinations by reducing the time from 3 hours to 2 hours.

Universities may conduct Terminal / Intermediate Semester / Year examinations in offline / online mode, as per their Ordinances/Rules and Regulations, Scheme of

  
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- (a) While conducting the examinations, all COVID-19 prevention measures such as Social Distancing, Hand Washing/ Sanitization, Compulsory Use of Mask, Routine Disinfection, etc. must be followed scrupulously.
- (b) There should not be over-crowding of students during practical examinations. Taking the social distancing into account, the batch size may be determined by the concerned Colleges/Universities.
- (c) Students must be informed well in advance about the examination schedule.
- (d) All classrooms/laboratories must be disinfected before the examination starts.
- (B) The examination timeline for UG (+3) Intermediate Semesters (2<sup>nd</sup> and 4<sup>th</sup>)/Years (1<sup>st</sup> & 2<sup>nd</sup>), 2020 and PG 2<sup>nd</sup> Semester/1<sup>st</sup> Year, 2020 and of corresponding Back Papers will be decided later on depending on COVID-19 situation.

This is for your information and necessary action.

Yours faithfully,

  
Commissioner-cum-Secretary

Memo No. 15489 /HE dated 07.05.2020

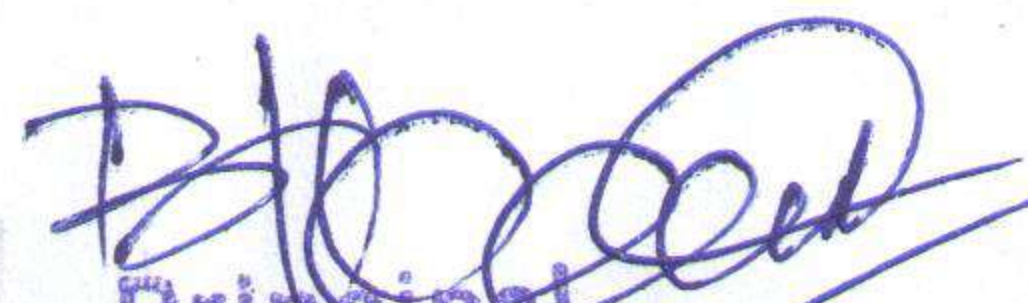
Copy to Commissioner-cum-Secretary to Hon'ble Chancellor, Raj Bhavan, Bhubaneswar for kind information.

  
Commissioner-cum-Secretary

Memo No. 15490 /HE dated 07.05.2020

Copy to Vice-Chairperson, Odisha state Higher Education Council, Text-Book Bureau, Bhubaneswar/ Regional Directors of Education (Bhubaneswar/Balasore/ Berhampur/Sambalpur/Jeypore) for information.

  
Commissioner-cum-Secretary

  
Principal

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