



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016/4747

Dated: 10<sup>th</sup> May 2020

## OFFICE ORDER

1. Pursuant to “Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic and Subsequent Lockdown” developed by University Grants Commission, New Delhi and further on the recommendation of the **(i)** Committee constituted vide Office Order No.F.2-1/MGCUB/GA/2016/4735 dated 6<sup>th</sup> May 2020; and **(ii)** Committee constituted vide Office Order No.F.2-1/MGCUB/GA/2016/4737 dated 6<sup>th</sup> May 2020, the Competent Authority has been pleased to notify the “**MGCU Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic and Subsequent Lockdown**”.
2. The said Guidelines shall come into force with immediate effect. A copy of the “MGCU Guidelines on Examinations and Academic Calendar in view of COVID-19 Pandemic and Subsequent Lockdown” is attached at **ANNEXURE – 1**.
3. This is issued with the approval of the Competent Authority.

Encl: As stated above

  
[DR PADMAKAR MISHRA]

OSD (Administration)  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)

### Copy of the above forwarded to following for information and necessary action:

1. The OSD (Finance)/CoE/Campus Directors/Deans/DSW/Deputy Registrars/Proctor/Provost, MGCU
2. All the Heads of different Departments, MGCUB - *to bring the same to the notice of all faculty under their respective Schools/Departments.*
3. System Analyst – *with the request to upload the same on University Website for information of all concerned.*
4. Public Relations Officer, MGCUB
5. PS to the Vice-Chancellor - *for kind information of the Hon'ble Vice-Chancellor please.*
6. Guard File

  
[DINESH HOODA]

Section Officer  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)



## **MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**

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### **GUIDELINES ON EXAMINATIONS AND ACADEMIC CALENDAR IN VIEW OF COVID-19 PANDEMIC AND SUBSEQUENT LOCKDOWN**

#### **EXAMINATIONS:**

1. The University may conduct Terminal Semester/Year Examinations for UG/PG/M.Phil. Courses /Programmes according to the Ordinances of the University and as suggested in the Academic Calendar observing the guidelines of “social distancing” and other instructions issued by the UGC and Govt of India from time to time in this regard.

Alternatively, if need arises, the University may adopt efficient and innovative modes of examinations by reducing the time from 3 hours to 2 hours assigned to each examination, 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. In such situation, the number of questions in each section as prescribed in the Ordinance may be reduced appropriately.

The University may conduct special/supplementary examinations for the students of Terminal Semester/Year for the subjects in which the student has failed as a onetime measure in the month of August 2020.

2. Terminal Semester/Year Examinations for PG/UG Courses/Programmes may be conducted by University as suggested in the Academic Calendar keeping in mind the protocols of “social distancing”.
3. For Intermediate Semester/Year for UG/PG/M.Phil. courses/Programmes, the University may conduct examinations according to the Ordinances of the University, 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 University 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.

The scheme of "Carry forward" for Intermediate Semester/Year Students (for the subjects in which the student has failed) may be allowed for the current academic year in the University and every student will be promoted to next semester/year. However, such students have to clear the examination as per the Ordinances of the University for the Course in which he/she has failed/remained absent, whenever the examination is held next.

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.

- 4 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.
- 5 In case the situation does not appear to be normal in view of COVID-19, **as an another option**, the University may conduct Terminal/Intermediate Semester/Year examinations in **online mode**, as per the Ordinances/Rules and Regulations, Scheme of Examinations, observing the guidelines of "social distancing" and keeping in view the support system available and ensuring fair opportunity to all students. The 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 may include MCQ/OMR based examinations, Open Book Examination, Open Choices, assignment/ presentation-based assessments etc.
- 6 Regarding the requirement of minimum percentage of attendance for the students, actual attendance **upto 13<sup>th</sup> March 2020 (i.e. the date of issue of Notice regarding suspension of classes due to COVID 19)** in the current semester may be taken into account. However, the period of lockdown may be treated as '**deemed to be attended**' by all the students.
- 7 The University may adopt appropriate strategies to facilitate the UG/PG students pursuing Projects/Dissertations, in view of the prevailing circumstances. The University may consider to assign review-based/secondary data-based project or software-driven projects, instead of laboratory-based experiments or field/survey-based assignments to these students.
- 8 The University may conduct the practical examinations and Viva-Voce Examinations through Skype or other meeting apps for students of Terminal Semester/Year.

In case of intermediate semesters, the practical examinations may be conducted during the ensuing semesters, in the situation it is not conducted as per the schedule.

9. The University may conduct the M.Phil. and Ph.D. 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 MPhil/PhD 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.
10. 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 University 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.
11. The students should be informed well in advance (*at least one week*) about the conduct of examinations and other related activities.
12. The modalities for examination and other related activities be applied uniformly across all courses in a University.
13. The University would establish a cell for handling student grievances related to examinations and academic activities during COVID-19 pandemic and notify effectively to the students.

### **ACADEMIC CALENDAR:**

1. The Academic Calendars as given below shall be adopted during the Academic Session 2019-20 and 2020-21:

**A. Academic Calendar (Modified/Revised) for Even Semester during Academic Session 2019-20:**

Start of Even Semester	06.01.2020 (Monday)
Suspension of Classes	16.03.2020 (Monday)
Continuation of Teaching-Learning through various modes such as Online Learning / Distance Learning / Social Media (WhatsApp/YouTube)/E-mails/Mobile Apps/Video Conferencing / SWAYAMPRAKSHA Channels on DTH etc.	16.03.2020 (Monday) to 15.05.2020 (Friday)
Finalisation of Dissertation/Project Work/Internship Reports/E-labs/Completion of Syllabus/Assignment/Internal Assessment/ Students Placement Drive etc.	16.05.2020 (Saturday) to 31.05.2020 (Sunday)

Summer Vacations	01.06.2020 (Monday) to 30.06.2020 (Tuesday)
Remaining Internal Evaluation, Mid-Semester & Practical Examination/Dissertation Viva-Voce:	01.07.2020 (Wednesday) to 09.07.2020 (Thursday)
Theory Examinations	10.07.2020 (Friday) to 23.07.2020 (Thursday)
Preparation of Semester Result	24.07.2020 (Friday) to 30.07.2020 (Thursday)

**B. Academic Calendar for Odd Semester during Academic Session 2020-21:**

Admission Process	03.08.2020 (Monday) to 31.08.2020 (Monday)
Commencement of Classes Students of 2 <sup>nd</sup> / 3 <sup>rd</sup> Year Fresh batch (First Semester/Year)	03.08.2020 (Monday) 01.09.2020 (Tuesday)
Mid Semester Exam ( <i>in Running Classes</i> )	21.09.2020 (Monday) to 25.09.2020 (Friday)
Dispersal of Classes	25.11.2020 (Wednesday)
Preparation of End Term Exams and Practical Exams	26.11.2020 (Thursday) to 30.11.2020 (Monday)
Theory Examinations:	01.12.2020 (Tuesday) to 10.12.2020 (Thursday)
Preparation of Semester Result	11.12.2020 (Friday) to 12.12.2020 (Saturday)
Winter Break	14.12.2020 (Monday) to 01.01.2021 (Friday)
Commencement of Even Semester after Winter Break	04.01.2021 (Monday)

**C. Academic Calendar for Even Semester during Academic Session 2020-21:**

Start of Even Semester	04.01.2021 (Monday)
Mid Semester Exam (in Running Classes)	01.03.2021 (Monday) to 05.03.2021 (Friday)
Suspension of Classes	15.05.2021 (Saturday)
Preparation of End Term Exams and Practical Exams	16.05.2021 (Sunday) to 20.05.2021 (Thursday)

Theory Examinations	21.05.2021 (Friday) to 02.06.2021 (Wednesday)
Preparation of Semester Result	03.06.2021 (Thursday) to 05.06.2021 (Saturday)
Summer Vacation	07.06.2021 (Monday) to 02.07.2021 (Friday)
Commencement of New Academic Session	05.07.2021 (Monday)

**Note:** *The University may change the dates and schedule of particular event given in the Academic Calendars as stated above in view of changing scenario due to COVID-19 pandemic and in accordance with the national and local restrictions imposed.*

2. The University would 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.

### **SOME GENERAL GUIDELINES:**

1. The University would 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”, University 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. The University would prepare e-content/e-lab experiments and upload the same on its Website.
4. The University would 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.
5. The University 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 University will strictly comply with all precautions and preventive measures to curb the spread of COVID-19.
6. In order to overcome such challenges in future, the University would adequately trained the faculty members in the use of ICT and online teaching tools, so that 25% of the syllabus is completed through online teaching and 75% syllabus through face to face teaching.

7. In view of the present scenario and future uncertainties:
- i 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
  - ii In case the Government (Centre/State) have imposed restrictions on gathering of public, the University may plan accordingly. In any case, the above Guidelines shall not run contrary to the guidelines/directions issued by the appropriate Government/Competent Authority from time to time including those regarding the prevention of spread of COVID-19.

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