

OS-1 Special Ordinance relating to the conduct of Academic Programmes during the COVID-19 pandemic.

Preamble: The unprecedented situation due to the outbreak of COVID-19 pandemic has affected every sphere of life and the education system is no exception. The lockdown is continuing throughout the country although some relaxations are available for certain areas including Goa. Due to this, the classroom teaching and research has abruptly stopped, and Intra-Semester Assessments (ISA)/Internal Assessment (IA) and scheduled Semester End examinations (SEE)/Semester End Assessment (SEA) could not be conducted as per the schedule. "UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown", issued on 29th April, 2020 prescribes various options. The present Special Ordinance has been framed taking into consideration the norms for prevention of the spread of COVID-19 infections, the status of COVID-19 in Goa, the available infrastructure for conduct of academic programmes and examinations, and the UGC Guidelines.

OS-1.1 General

- a. All provisions of the present Ordinance shall temporarily supersede the relevant provisions of other Ordinances that govern the Academic Programmes of the University, Academic Terms and Conduct of Examinations including question paper setting, types and modes of examinations, assessment/evaluation, and any such other that are specifically dealt herein.
- b. The present Ordinance shall be retroactive and operational from the date of suspension of classes i.e. from 15th March 2020, and shall continue in force therein until repealed by the Chancellor of Goa University on the advice of Executive Council.
- c. In the event of any exigency, the Vice-Chancellor shall have the power to change academic terms, modes of teaching and examinations and assessment/evaluation, after due consultation with the concerned Deans of Faculties/ Deans and Vice-Deans of Schools /Heads of University Departments/Principals of Affiliated Colleges/Officers of the University.
- d. All the decisions taken under the present Ordinance shall be communicated to the concerned School/ University Departments and Affiliated Colleges.

OS-1.2 Academic Calendar/Terms

The rescheduled Academic Calendar/Terms, as per the Provisions of this Ordinance, shall be notified by the University from time to time.

OS-1.3 Attendance and detention

- a. The minimum requirement of attendance shall not be applicable as an eligibility criterion to appear for the examinations.
- b. No student appearing for an examination during the continuation of this Ordinance shall be detained from moving to the next semester. However, such students shall have to clear the examination for the course/s in which he/ she has failed, whenever the examination is held next.

OS-1.4 Internal Assessments (IA) / Intra Semester Assessments (ISA)

Programme-specific Guidelines regarding conduct of IA/ISA shall be notified by the University.

OS-1.5 Semester End Examination (SEE)/Semester End Assessment (SEA)

OS-1.5.1 Paper setting

- a. Question Papers for the Regular/Repeat Examinations shall be set by the respective teacher teaching the Paper/Course except in the cases where programme specific guidelines are issued by the University.
- b. The Deans/Heads of University Departments/Principals of affiliated Colleges shall appoint the paper setter if:
 - i. The course is being taught/has been taught by more than one teacher.
 - ii. The teacher/s who had taught the course is/are no longer associated with the School/University Department/College.
- c. The teachers teaching a subject on lecture/contract basis will also be eligible to set the concerned paper.
- d. Syllabus for the on-going semester shall be as per the programme specific guidelines issued by the University.
- e. The duration of examinations shall not exceed two hours.
- f. The change in the question paper pattern due to the reduction of maximum duration of examination shall be issued by the University.

OS-1.5.2 Examination Timetable

The time tables of all Regular and Repeat/Backlog/Supplementary Examinations of each Programme shall be notified by the University/Colleges, as the case may be.

Examination timings shall be staggered to maintain social distancing.

OS-1.5.3 Conduct of SEE/SEA

- a. All the Semester End/Final examinations including the Repeat/Backlog/ Supplementary Examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges.
- b. Subsequent Repeat Examinations for the Regular batch of students shall continue to be conducted by the respective Schools/University Departments/Affiliated Colleges until the expiry of double the duration.
- c. Programme specific guidelines including conduct of examinations as per the Provisions of this Special Ordinance shall be issued by the University.

d. Practical examinations:

- i. All the practical examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges as per the programme specific guidelines issued by the University.
- ii. Subsequent Repeat /backlog Practical Examinations for the Regular batch of students shall be conducted by the same mode as the previous examination until the expiry of double the duration.

e. Special examination:

Students who are unable to appear for an examination due to their absence from Goa will be allowed to appear for a Special Examination upon their return to Goa.

f. Internship:

All internship requirements will either be replaced with other academic requirements or postponed until feasible, as specified by the University on a Programme-specific basis. Where the declaration of the final result is dependent upon an internship requirement, the student will have to complete the alternate academic requirement that is specified for the same.

OS-1.5.4 Evaluation

- a. The teacher who sets the question paper shall evaluate the answer books. However, in case of a large number of students in a college, all the teachers who taught the course shall evaluate the answer books.
- b. In case of non-availability of the paper setter to evaluate the answer books due to unforeseen circumstances, Dean/Principal/HOD shall appoint another teacher as examiner.
- c. Any existing provisions relating to double evaluation, revaluation or challenge evaluation shall not be applicable for examinations conducted under this Special Ordinance. However, students shall be eligible to apply for general/personal verification of marks.

OS-1.5.5 Dissertations and projects

- a. The Principals of Affiliated Colleges shall decide the schedule and mode of viva-voce examination in order to assess projects.
- b. Programme-specific guidelines with regard to submission of dissertation (hard copy/softcopy) and mode of presentation/viva-voce shall be notified by the University.

OS-1.6 Result declaration

The Schools/University Departments/Colleges shall submit the marks to the Examination Division of the University or upload the marks of the examination on the GUMS, as applicable. The results shall be declared by the University.

OS-1.7 Improvement of grade

As a special provision for the examinations of the courses taught during the Semester overlapping with COVID-19 pandemic, students are permitted to appear for the improvement of the grade in the succeeding semester/year or through supplementary examinations. For this purpose, the syllabus considered for the examination during ensuing Semester End examination shall be considered. Colleges shall conduct the examination as per this Special Ordinance.

OS-1.8 Award of Gold Medals/Scholarships/Prizes

The performance of candidates in the Examinations held under the provisions of this Special Ordinance shall not be considered for the award of Gold medals, Scholarships and prizes.

OS-1.9 Grievances

The University/Affiliated Colleges shall set up a Student Grievance Cell to resolve all academic and examination related grievances arising during the operation of this Special Ordinance.

The Vice-Chancellor shall nominate a member in the College Grievance Cell from the panel of three names submitted by the respective Principals of the Colleges.

OS-1.10 M.Phil. and Ph.D. programmes

Superseding the existing provisions for conduct of viva-voce examination, Pre-synopsis Presentation, Faculty Research Committee (FRC) meeting, Departmental Research Committee (DRC) meeting and maximum duration for submission of thesis under various ordinances such as OB-9A, OA-19 and OA-19A, the following provisions shall apply:

- i. Viva-voce examination shall be conducted through any online meeting platforms such as Google Meet, Skype, etc. However, the regular procedure of inviting faculty members, researchers, students, and such other modalities shall continue in letter and spirit. All other provisions, including submission of reports, etc. shall remain as per existing ordinances. The viva-voce examination proceedings shall be recorded and submitted to the Controller of Examinations along with other submissions.
- ii. The FRC, DRC and Pre-synopsis Presentations shall be conducted through online meeting platforms.
- iii. All registered M.Phil./Ph.D. candidates shall be eligible for six extra months to complete their dissertation/thesis.

OS-1.11 Validation of Guidelines, Circulars and Notifications

All the Guidelines, Circulars and Notifications issued by the University from 15th March, 2020 till the date of notification of this Special Ordinance, with regard to Academic Calendar/Terms and Examinations, shall be deemed to be issued under this Ordinance.

OS-1.12 Removal of Difficulties

Any difficulty arising in giving effect to the provisions of this Special Ordinance shall be referred to the Committee constituted for the purpose by the Vice-Chancellor.