

HIMACHAL PRADESH UNIVERSITY  
NAAC Accredited "A" Grade University  
"CONDUCT BRANCH"

No. 2-3/2017-HPU (conduct)-

Dated 13 08 2020

To ✓  
The Director Higher Education,  
Himachal Pradesh.

Sub: Regarding suggestions to conduct the forthcoming UG-VI semester examinations in view of pandemic COVID-19.

Sir,

Kindly refer to your letter No. EDN-H (8) B (7) UGC-Regulation-II dated July 23, 2020 on the subject cited above.

In view of the COVID-19 Principals of the colleges have been requested to hold the examinations strictly adhering to the guidelines and Standard Operating Procedure issued by the Ministry of Human Resource Development, Department of Higher Education vide its Memorandum dated 6<sup>th</sup> July, 2020 for conduct of examinations adopted by the Government of Himachal Pradesh vide letter No. EDN-B-B- (14)-12/2018 dated 13<sup>th</sup> July, 2020 and further adopted by the Himachal Pradesh University Notification No. 16-18/79-HPU (Genl.) dated 16<sup>th</sup> July, 2020 which has already been uploaded on the University website by the Conduct Branch.

In view of the COVID-19 it has been decided to allow the candidates who may be stranded in their native place to appear in the examinations in nearby colleges where the papers of the particular streams are conducted. For which:

- (i) The students can appear in the college where the papers of the particular stream is available for which they should contact/consult the concerned college in advance.
- (ii) The student should intimate their parent college for change of examination centre and the particular college shall intimate the University as well as the college which has been opted by the student to appear for the examinations.

The Principals of the colleges have been requested to allow such candidates to appear in their college and intimate the University accordingly.

The Principals of the colleges have been requested to ensure that keeping in view of the COVID-19 pandemic the sufficient seating capacity to adjust the students is available on particular day in accordance with the guidelines issued by the Ministry of Human Resource Development and State Government from time to time. In case, the seating capacity is exceeding to their strength on particular day, the

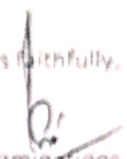
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same may be intimated to the University well in time before the commencement of the examinations.

So far as appointment of supervisory staff is concerned, the rules contained in the Book of Instructions for Senior Superintendents, Superintendents, etc. clearly stipulates that: 49 (1) The strength of supervisory staff under a Superintendent will as under:

- (a) One Assistant superintendent be appointed for every 40 candidates appearing at centre where examinations is being conducted in a hall . . . . .
- (b) At a centre where the examinees are seated in separate rooms, each room will have one Assistant Superintendent, notwithstanding the ratio of 1: 40.

Yours faithfully,


  
Controller of examinations

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**Directorate of Higher Education  
Himachal Pradesh, Shimla-1**

Endorsement No. EDN-H(PS/DHE)-01/2020-Instructions, Dated: the 14<sup>th</sup> August 2020  
Copy for information and further necessary action to;

1. The Secretary (Education) to the Government of HP, Shimla-2
2. The Principal(s), all the Govt./Pvt. Aided/Pvt. Colleges in the state for strict compliance

  
(Dr. Amarjeet K. Sharma)  
Director of Higher Education  
Himachal Pradesh, Shimla-1