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CIRCULAR

Sub: Standard Operating Procedures for Conduct of Coursework Examinations of Ph.D. & M.Sc. (Engg.) by Research, Nov-Dec 2020.

Ref:

1. Annexure-I Standard Operating Procedure (SOP) for Conduct of Examinations F.No. 16-16/2020-U1A dated 6-7-2020 of UGC letter dated 8-7-2020
2. Government Order No. ED/197/UNE/2020 Bangalore dated 10-07-2020 from the Government of Karnataka.
1. COVID-19: Guidelines on disinfection of common public places including offices, Ministry of Health and Family Welfare, GoI, <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
3. Regulation of movement of persons from other states to Karnataka, No. RD 158 TNR 2020 dated 6-7-2020, GoK, GoK, <https://covid19.karnataka.gov.in/storage/pdf-files/Government%20Orders/Order-Regulation%20of%20Movement%20of%20Persons%20from%20other%20States%20to%20Karnataka.pdf>

The Chief Superintendents of examination centres are requested to adhere to the Standard Operating Procedures notified hereunder.

Guiding Principles

1. To ensure the safety and health of all stakeholders while conducting examinations.
2. The basic principles of social distancing must be observed at all times and locations.
3. Provide a safe and stress free environment for students to attend examinations in this difficult time of COVID-19 pandemic.

Guidelines for Principals of Colleges

1. All Examination Centres shall strictly abide by the instructions, guidelines and orders issued by UGC, Central and State Governments concerning the opening of educational institutions and safety and health.
2. All Examination Centres shall unflinchingly safeguard the interest of all stakeholders and give highest priority to health and safety of all the concerned by following the protocols for preventive measures.

3. All staff must be present throughout the conduct of examinations to facilitate the implementation of SOPs.
4. All Examination Centres shall arrange for the presence of a doctor and adequate number of paramedical staff on the days of the examination with adequate arrangement made for an ambulance.
5. Chief Superintendents of Examination Centres shall bear the overall responsibility for organising and implementing the SOPs during the examination. For this purpose, Principals are instructed to form a core "COVID-19 SOP Implementation Task Force" under the charge of a senior faculty member and adequate number of members to take care of different aspects of implementation and monitoring of SOPs.

Signages, Sanitary Facilities on Premises

1. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
2. Cleanliness and hygiene conditions as per safety and health advisories by the concerned government departments are to be maintained at all places.
3. All the trash bins should be cleaned.
4. Adequate arrangements for safe drinking water be made on the campus.
5. Adequate supply of water in wash rooms and for hand washing must be ensured.
6. Dustbins must be cleaned and covered properly.

Attendance Records of All Exam Functionaries

1. Record of all exam functionaries will be maintained in the system for future reference and traceability.
2. Record, including contact information, of all people involved in the examination process, including invigilators, exam functionaries, housekeeping, security and other support staff shall be maintained through manual/automated system for quick retrieval in case it is required to contact them.

Entry and Exit Monitoring and Social Distancing Measures

1. Proper signages, symbols, posters etc. should be displayed at appropriate places to maintain social distancing and avoid crowding at entry and exit points.
2. There should be proper markings with at least 2 metre distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one.
3. Measures must be taken to maintain minimum distance of 2 m and avoiding crowding at critical points such as entrances, hand sanitiser stations, wash rooms etc.
4. Senior Staff should monitor the entry and exit. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. shall be compulsory and colleges shall make proper arrangements to ensure the same at all times and locations.
5. Adequate arrangement of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever necessary, students should be given fresh face masks and hand gloves.
6. Arrangements must be made to ensure physical distancing at locations such as canteens, entrance lobbies, or other locations where students are likely to gather in large numbers.

Staff and Student Safety Measures

1. Thermo gun temperature check must be done at staff entrance point
2. If any staff or exam functionary fails to meet the thermo gun check, he/she shall be asked to leave the examination centre immediately.

3. Every exam functionary must wear face mask and hand gloves at all times. Fresh face mask and hand gloves must be used by exam functionaries and other staff.
4. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/control rooms etc. and should be regularly replenished.
5. Liquid hand wash bottles should be provided at all wash rooms and should be regularly replenished.

Sanitisation of Premises (See Annexure 1)

1. All washrooms should be cleaned and disinfected.
2. All door handles, staircase railing, lift buttons, etc. should be disinfected.
3. Wheelchairs, if present at the examination centres, should be disinfected.

Sanitisation Procedures at the End of Each Day

1. Used face masks and hand gloves should be disposed only in a pedal push covered bin placed at the Examination Centre and outside the examination room/hall and not in open bins.
2. Used face masks and hand gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and must be safely disposed of as per standard guidelines issued by health authority (See Reference 1).

Guidelines for Seating Arrangement and Sanitisation of Exam Halls

1. To ensure physical distancing, institutions should have adequate number of rooms and capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 metres.
2. Only one student must be seated per bench and positioning of benches must ensure the minimum distance of 2 metres between students.
3. The number of students per room/hall must be restricted to ensure this minimum physical distance between students.
4. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
5. Candidate Seating Area should be thoroughly sanitized (desk and chair) after every session.
6. One hand sanitiser bottle must be provided in the charge of the Room Supervisor of each Exam Hall and it must be continuously replenished as required.
7. Make separate arrangements for the students with COVID +ve and follow all precautionary measures.
8. COVID +ve students must come by wearing PPE kit and invigilator must be provided with PPE kit.

Guidelines for Examination Functionaries

1. The Invigilators, while on duty, should be continuously wearing face mask and hand gloves.
2. The students should be asked to sanitize their hands after signing the Attendance Sheet.
3. Students having symptoms of fever, cough and cold should be made to sit in a separate room.

Guidelines for Students

1. Students must report to college 1 hour 30 minutes before start of examination in order to facilitate thermo gun check, hand sanitisation and maintaining physical distancing.

2. Students must carry their Hall Ticket and College ID card at all times as it will additionally serve as a pass for movement in restricted areas.
3. Students must wear a fresh face mask and hand gloves at all times and locations.
4. Students must sanitise their hands at the time of entry and after signing the Attendance Sheet.
5. Students are permitted to carry their own hand sanitiser and water bottle into the exam hall, if they wish.
6. Students must not share anything with other students, such as water bottle, hand sanitiser, calculator, drawing instruments etc.
7. Students must strictly maintain social distancing at all times and locations and avoid gathering in a crowd.
8. If a student has symptoms of fever, cough and/or cold, they must request the college one day in advance, to seat you in a separate room. This will ensure the safety of your fellow students and staff.
9. COVID +ve students must come by wearing PPE kit and invigilator must be provided with PPE kit.
10. Enter and exit college premises and exam hall in an orderly fashion and maintain adequate physical distance at all times. Do not crowd or gather in large numbers.

Guidelines for Conducting Exams Separately for Students with Fever, Cough and/or Cold

1. Colleges must identify separate exam halls to accommodate students who may turn up for the exam with fever, cough and/or cold and Covid +ve students.
2. Students with fever, cough and/or cold must inform the college at least 1 day in advance so that arrangements to seat them in a separate room can be made.
3. Students seated in separate rooms must be seated at a minimum physical distance of 4 metres from each other.
4. Exam functionaries taking up duty in such separate rooms must wear face mask, hand gloves and face shields at all times. They must sanitise their hands at frequent intervals.
5. Such separate rooms must be disinfected thoroughly after each session and should be sealed and not used for at least 24 hours.

Handling Exceptions

1. Any staff found to have fever, cough and/or cold must immediately leave the college premises and asked to report to a fever clinic or seek medical advice.
2. Any student found to have fever, cough and/or cold must be seated in a room separate from other students.
3. If any student happens to come to college without face mask or hand gloves, they must be provided with a fresh face mask and hand gloves.

Annexure 1 – Guidelines for Preparation and Use of 1% Sodium Hypochlorite Solution

1. Surfaces to be disinfected must first be cleaned with a cloth to remove dirt and dust and then sprayed with 1% Sodium Hypochlorite solution disinfectant prepared as described below.
2. All surfaces, such as tables, door handles, benches, chair handles, telephones, switches, lift buttons, computer systems, keyboards and any other surface that is likely to be frequently touched by multiple people shall be wiped with clean cloth dipped 1% Sodium Hypochlorite solution and air dried for 1 hour before exams.
3. Staff entrusted with disinfecting exam halls must wear face mask, hand gloves, face shield and preferably PPE.

Guidelines for Preparation of 1% sodium hypochlorite solution (Reference 1)

Product	Available Chlorine	1 Percent Hypochlorite Solution
Sodium Hypochlorite – Liquid Bleach	3.5%	1 part bleach to 2.5 parts water
Sodium Hypochlorite – Liquid	5%	1 part bleach to 4 parts water
NaDCC (Sodium Dichloro Isocyanurate) Powder	60%	17 grams to 1 litre water
NaDCC (1.5g/tablet) – Tablets	60%	11 tablets to 1 litre of water
Chloramine – Powder	25%	80 grams to 1 litre of water
Bleaching Powder	70%	7 grams to 1 litre of water
Any other	-	As per manufacturer's instructions

The Principals of constituent, affiliated and autonomous engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

Sd/-

REGISTRAR (EVALUATION)

To,

- 1. The Chief Superintendents of Examination Centers.**
- 2. The Principals of Constituent, Affiliated and Autonomous Engineering colleges Coursework Examination centres, for information and needful.**

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. to VC, VTU Belagavi, for kind information.
2. The Registrar, VTU Belagavi, for information.
3. The Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

REGISTRAR (EVALUATION)

