



Standard Operating Procedure for conduct of examinations issued by UGC

- 1) The Instructions, Guidelines and orders issued by the central and state governments concerning opening of educational institutions and safety and health should be abided by the university and colleges.
- 2) In case there is a restriction on movement in certain areas, admit cards / identity cards should be treated as a pass for movement of student and staff.
- 3) Entire examination center floors, walls, doors and gates should be sprayed with disinfectant.
- 4) Fresh mask and gloves to be used by exam functionaries after staff verification is done.
- 5) Sanitizer bottles should be arranged at the entry gates, examination rooms, staff / observer rooms etc. and should be replenished regularly.
- 6) All liquid hand wash bottles should be replenished in rest rooms and entry gates whenever required.
- 7) Candidate seating area should be thoroughly sanitized (desks and chairs) after every session.
- 8) All the washrooms should be cleaned and disinfected.
- 9) All door handles, staircase railing, lift buttons etc. should be disinfected.
- 10) Wheel chairs, if present at the examination centers, should be disinfected.
- 11) All the trash bins should be cleaned.
- 12) Staff verification and self declaration as suggested below must be done as soon as they report at the center
 - a) Exam functionary must submit self declaration about health status.
 - b) Thermo gun temperature check must be done at staff entrance point.
 - c) If any examination functionary fails to meet the self declaration criterion, or thermo gun check, he / she will be asked to leave the examination center immediately.
 - d) Exam functionary needs to wear the mask and gloves at all time.
- 13) Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.



- 14) Proper signage, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
- 15) Download of 'Arogya Setu' App may be advised to every staff and student of the university and college.
- 16) Adequate arrangement of thermal scanners, sanitizers, face masks and hand gloves at all entry and exit points including reception area. Wherever possible, student should be given fresh face masks by the invigilators in the examination room itself.
- 17) Avoid crowding at entry and exit points.
- 18) Opening all the gates, of entry and exit, in case HEI has more than one gate.
- 19) Senior staff should monitor the entry and exit. There should be proper marking with at least 2 meter distance where student stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
- 20) Thermal Screening of students, wearing of facemask, sanitizing of hands etc. be ensured.
- 21) The invigilators, while on duty, should be continuously wearing mask and proper hand gloves.
- 22) The student should be asked to sanitize their hand before and after signing attendance sheet.
- 23) Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
- 24) Hand washing stations with facilities of liquid soap should be made available so that every student can wash her / his hands frequently.
- 25) Keeping in view the social distancing, institution should have adequate room's capacity to meet the proper seating arrangement for examinations. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
- 26) Adequate arrangement of safe drinking water be made on the campus.
- 27) Adequate supply of water in toilets and for hand washing be ensured.
- 28) Dustbins must be cleaned and covered properly.
- 29) Proper sanitization of buses, other transport and official vehicles of the institution.



30) At the end of day

- Used gloves and masks should be disposed only in pedal push covered bins at the examination center and outside examination room / hall.
- Safety dispose of all used masks and gloves discarded at examination centers or outside the examination centers in trash bin bags t suitable place and as per standard guidelines issued by health authority.

31) Maintain record of all exam functionaries

- Record of all exam functionaries will be maintained in the system for future reference and traceability.
- Invigilators records are maintained in the system through staff verification processes.

Name and number of other staff such as housekeeping, security guards etc. will be maintained.

Annexure

SAMPLE SEATING PLAN

Col. 1	Col. 2	Col. 3	Col. 4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty

Prasad.

Controller of Examinations



Endst: CRSU / COE/ 2020/ 3885-3892

Dated: 20/08/2020

A copy of following is forwarded to the following for information and further necessary action:

1. All the Deans / Chairpersons, CRSU Jind
2. All the Principals of affiliated Colleges, CRSU, Jind.
3. The Deputy Registrar, Academic Branch, CRSU Jind
4. The Assistant Registrar, Registration & Scholarship Branch, CRSU Jind
5. The System Analyst, CRSU Jind
6. HKCL Executive, CRSU Jind
7. PA to Vice Chancellor, (for kind information of Vice Chancellor), CRSU, Jind.
8. PA to Registrar, (for kind information of Registrar), CRSU, Jind.

Controller of Examinations