



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

Prof. Satish Annigeri Ph.D.

Phone : (0831) 2498131

Registrar (Evaluation)

Fax : (0831) 2498184

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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 unfailingly 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. 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.

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)