



No. 624 Date. 22.03.2021


Guidelines on Covid19 Norms for Winter Semester exams 2020 at Exams. Centre

This is for information of all Principals of Examination Centres of Winter Semester exams 2020 that, the following Guidelines shall have to be strictly followed for prevention of Covid 19 during Winter Exams. The Institutions are to make all necessary arrangements sufficient in ahead of exams.

1. The instructions, guidelines and orders issued by the state government/Local authority on Covid19 measures for safety and health should be abided by the Institutions
2. In case there is a restriction on movements in the areas where Exams Centre is located, Admit cards issued to the students (Even shown through Mobile) should be treated as a pass for the movement of students. Institutes are to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Floors and walls, doors, gates of Block/Area of examination centre where exams shall be conducted, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries, Invigilators and other staff during exams.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in Toilets/Wash rooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. All students and Exams Functionaries and staff must be checked through Thermo gun temperature at entrance point
13. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
14. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves be made by the institutions

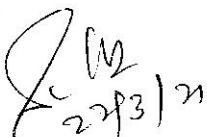


15. Avoid crowding at entry and exit points. Staff should monitor the entry and exit of students. Entry and Exit of students should be permitted one by one only.
16. Wearing of face mask, sanitizing of hands etc. of students be ensured. If a student does not have Face mask, the Exams centre is to provide Face mask to the concerned student before entry into Exams area.
17. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
18. The students should be asked to sanitize their hands before and after signing the Attendance Sheet/using computers and other devices/equipments/switch boards.
19. Students having symptoms of fever, cough and cold should be made to sit in a separate room.
20. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
21. Keeping in view the physical distancing, institutions should have adequate arrangement to maintain minimum distance between two students to be 2 meters.
22. Adequate arrangements for safe drinking water be made on the campus.
23. Adequate supply of water in toilets and for hand washing be ensured.
24. Dustbins must be cleaned and covered properly.
25. Maintain record of all Exam Functionaries, Invigilators, staff engaged, for future reference and Traceability


Controller of Examinations

Memo no 625 date 22.03.2021

Copy to all the Principal/Centre Superintendent of Polytechnics & Engineering School(Govt & Pvt) of the State for information and necessary action.


Controller of Examinations