

**ADDITIONAL INSTRUCTIONS FOR THE CONDUCT OF
EXAMINATIONS 2020-21 IN THE WAKE OF COVID – 19 PANDEMIC**

1. The conduct of examinations of each Centre shall be in strict adherence to the latest instructions / guidelines issued by the Government in the wake of COVID – 19 Pandemic.
2. **Under no circumstance shall candidates who are COVID positive be permitted to attend the examinations.**
3. Since the Colleges remained closed for the past 2 (two) months, all Blocks/ rooms allotted for the conduct of examination shall be cleaned and disinfected prior to the date of commencement of the examinations.
4. The examination halls shall be disinfected after each session of examination.
5. The Principals shall address the Local Administration to clean the campus and address the Fire Force for disinfecting the Campus/ Class Rooms.
6. The Principals shall address the Local Health Authorities informing them of the scheduled dates for the conduct of University Examinations and seek their co-operation and support for the smooth conduct of examinations.
7. Single point entry into the College/ Centre alone shall be permitted through the main gate of the College/ Centre.
8. Strict restriction shall be there for the entry into the premises of the College/ Centre and none other than the candidates and the teaching/ non-teaching staff of the College shall be allowed to enter the premises of the College/ Centre.
9. In the case of candidates for whom the services of a scribe have been sanctioned by the University, such services shall also be permitted at the examination Centres.
10. Entry into the premises of the examination centres shall be allowed only 30 minutes prior to the scheduled time of the examination on each day. Candidates arriving 30 minutes after the scheduled time of examination shall not be allowed to enter the Centre premises.
11. Soap and Water shall be arranged at the entry point of the Centre by the Principal/ Chief Superintendent.
12. Candidates shall produce their hall tickets and wear double masks to enter into the premises and shall not be allowed to hover round the premises.
13. Thermal scanning of candidates shall also be done at the Examination Centres at the entry point. In case of any suspected cases, they shall be allotted separate rooms to take their examinations. The body temperature of the Candidates must not exceed 98.6°F.
14. Separate rooms shall also be allotted to those candidates under quarantine and who report from hot spots/ containment zones.
15. Sanitizer shall be provided in all examination halls for the use of candidates/ invigilators.
16. Social distancing shall be followed and candidates shall not be allowed under any circumstances to form groups for combined study, group discussions etc.

17. Seating of candidates within the examination hall shall be limited to twenty and shall be done strictly ensuring social distancing by keeping a distance of at least one meter between two candidates.
18. Handshake shall be avoided and exchange of pen/ pencil/ erasers and other stationery shall not be permitted.
19. Gathering of parents outside the entry of the College/ Centre shall not be permitted.
20. Invigilators shall wear double masks and gloves during their duty at the examination centres.
21. Candidates shall vacate the College/ Centre premises soon after the examination and shall not stay within the campus any further under any circumstances.
22. The assistance of Police shall be sought by the Principals in advance from the local Police Station on the days of examination for enforcing the additional instructions issued in the wake of COVID – 19 and to ensure a fair and smooth conduct of examinations at the College/ Centre.
23. Apart from the normal charges for the conduct of examinations, University shall also provide an additional financial support upto a maximum of Rs.5,000/- (Rs. Five thousand only) to the colleges having a candidate strength of 500 or less and upto Rs. 10,000/- (Rs. Ten thousand only) to colleges having candidate strength of above 500 to comply with the Covid-19 instructions. Such amount eligible shall be refunded on submission of certified bills and vouchers.
24. Separate Route slips for BA/B.Sc/B.Com and Career Related Programmes be prepared to handover the answer script bundles to the University messengers to enable easy sorting of the bundles for the false numbering work.
25. In the case of colleges functioning as FLTC /DCC and nearby colleges/schools have been identified as new centre of Examination, the Chief Superintendent, invigilators and supporting staff of the college shall be on duty at the new venue on all days of examinations. Distribution / Collection of exam articles by the University shall be to / from the Main Centre only and the Chief Superintendent / Principal shall ensure the safe transportation of articles to and fro the new venue.

Sd/-

CONTROLLER OF EXAMINATIONS

18.06.2021