

GUIDELINES/ RECOMMENDATIONS PUT FORTH BY THE MEMBERS OF THE EXAMINATION COMMITTEE FOR SOP FOR STUDENTS ANSWERING PG EXAMS FROM 18TH JANUARY 2021.

During the conduct of examination for PG students in physical mode, following are the measures to be followed to reduce the risk of COVID-19:

- 1) Report to the examination hall **1 HOUR** prior to the commencement of paper for thermal scanning, checking of Admit Card/Hall Ticket, obtaining signatures, etc.
- 2) **Use of face covers/masks is mandatory.** No entry on campus without mask. The face mask has to be worn properly at all times on the campus and examination hall by all.
- 3) Students should strictly follow social distancing on the campus of a **minimum of 6 feet**, when queuing up for entry, Thermal Scanning, Checking of Admit Card/Hall Ticket, in the corridors, Staircase and inside the Examination Hall
- 4) **Carry a copy of passport size photo to be pasted on hall ticket.**(collection of ID cards and Hall tickets in library block).
- 5) Social distancing to be followed outside premises like parking lots.
- 6) Proper Hand hygiene to be followed; **use of alcohol-based hand sanitizers before entering examination hall.**
- 7) Students are requested to follow the instructions with regards to entry points on campus. **PG : Cross bar (Near room no. 200)**
- 8) Self-monitoring of health by all and reporting any illness at the earliest.
- 9) Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. The tissues are to be disposed off in dustbins kept outside each building and on each floor.
- 10) Spitting shall be strictly prohibited.
- 11) Students who are Covid positive and with fever will not be allowed to answer the exam. Kindly note that such students can answer the paper/s at a later date.
- 12) **Students are to carry all required stationery items (Except books and papers). Students should carry printed copy of Admit Card/ Hall Ticket, water bottle and hand sanitizer. Sharing of calculators, rulers, erasers, pens, pencils, etc will NOT be permitted.**
- 13) **Students not to carry any books, bags or mobiles to examination Hall.**
- 14) **Students should sign the attendance sheet before entering the examination hall.**
- 15) No parent/guardian accompanying students to remain on campus.

16) On completion of exam, the students should move out in an orderly manner maintaining social distancing.

Date : 13/01/2021

Prof. Blanche Mascarenhas

PRINCIPAL