

VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

(Autonomous)

Standard operating procedure (SOP) on preventive measures to be followed while conducting examinations to contain spread of COVID-19

❖ **All the students are informed to report to the examination halls at least one hour before the scheduled time**

- i. Physical distancing of at least six feet to be followed.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent use of hand sanitizers (for at least 20 seconds) and can be made wherever feasible.
- iv. 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.
- v. Spitting shall be strictly prohibited.
- vi. Bags/books/mobiles are not be allowed inside the examination centre.
- vii. On completion of exam, the candidates should be permitted to move out in an orderly manner.
- viii. As the invigilator will sanitize his/her hands prior to the distribution of question papers/answer sheets, the examinees should also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands.
- ix. Sharing of personal belongings/stationery shall not be allowed.
- x. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.
- xi. At the Entrance to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self -declaration criteria, they shall not be allowed entry.
- xii. The students are instructed to carry either the student identity card or any other identity card (like Aadhar card, driving license or PAN or any other govt. approved identity cards) and show it to the invigilator along with hall ticket.

Sanitation and Hygiene:

- 1) Examination hall and other common areas shall be sanitized each time before and after examination.
- 2) Effective and frequent sanitation within the premises shall be maintained with particular focus on washrooms, drinking and hand washing stations/areas.
- 3) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) are made in all examination hall and other common areas.
- 4) Students and staff should be advised to dispose of used face covers / masks in covered bins available at the centre. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.



DIRECTOR