



GOVERNMENT AUTONOMOUS COLLEGE
Phulbani, Kandhamal, 762 001
govtcollegephulbani@gmail.com

Notice No__883 ____/GACP-2020 Date__ 18 __/09__/2020

The following list of measures to be followed constitutes SOP for the conduct of examinations UG SEM VI, UG BACK SEM-IV, UG BACK SEM-II, PG SEM-IV & PG BACK SEM-II of 2019-20 over the period 20-9-2020 to 10-10-2020.

SOP TO BE FOLLOWED FOR ENTRY/EXIT AND EXAMINATION

1. Vehicles of students are not to be allowed inside the boundary of the College Building
2. Students will be allowed entry from 10.00AM. They are advised to avoid last minute rush resulting in delayed entry for examination
3. Each student has to undergo thermal screening after verification of Hall Ticket and Admit Card at the Boundary Main Gate.
4. A student with covid symptoms will be seated separately in isolation room
5. Students are advised to declare if they are covid positive, so that better care can be taken
6. A list of above normal temperature shall be maintained, and students of this list will be seated in Room No-30 on spot arrangement. A covid positive student shall be seated in BCR near the Post Office
7. Movement to the examination seat must be staggered by circles of position
8. A student shall not be allowed without mask. They are also required to come with their own water bottle, sanitiser and writing instruments such as pens, scales etc.
9. A student hands are to be sanitised at the entry through the Boundary gate
10. For a normal student the seat for all examinations is fixed in respect of room and bench
11. A student need to know his/her seat from the seat chart to be displayed on Website in advance of the examination, and there will be no change unless a student case is special, such as above normal temperature, covid positive or blind
12. A student will receive signed answerbook by the Invigilator
13. A student shall avail 05 minutes time for toilet in the nearest toilet
14. Booking under MP will be as per usual procedure but with covid protection measures
15. A student shall leave his/her answerbook in the tray meant for that purpose
16. The exit from examination hall and boundary will also be staggered by circles of positions
17. Spitting on walls/ground is not allowed. Instead the student can use the nearest toilet
18. All waste materials must be put in the dustbins

SOP FOR EXAM FUNCTIONARIES

1. An exam functionary must arrive by 9.30 AM
2. An employee has to undergo thermal screening and to give a health self-certificate each day of engagement
3. They must wear face masks, and use sanitiser as often as the case may arise
4. The Invigilators are advised to use hand gloves
5. Persons checking body temperature/ carrying out hands sanitisation must wear face shields
6. Exam functionaries must maintain social distancing in discharging their duties
7. Gates/grills/doors/seats will be sanitised after each sitting of examination

Memo No__ 884 ____

Date__ 18-9-2020

Copy to Controller of Exams. /Concerned Committee Files/Guard Files/Website/ Hostel Supts. ,Asst. Supts. & Assistants/Hostels Warden/ PRINCIPAL@GACP /PRINCIPAL_NT@GACP for information & necessary action.

Principal-cum-Centre Superintendent

Principal-cum-Superintendent

Principal
Govt. (Auto) College
Phulbani