



# UNIVERSAL ENGINEERING COLLEGE, VALLIVATTOM

As Per the guidelines from the Covid-19 Health Advisory for the conduct of examinations (Order No.31/F2/2020/health dated 29<sup>th</sup> May 2020) and the additional guideline No.KTU/AD(Exam)/2365/2020 dated 06/09/2020 the following arrangements were done at this center.

## General Arrangements

1. Disinfected all exam halls and washrooms by fire force on 08/09/2020.
2. For the students coming from other states/Quarantine House we have arranged separate hall in separate block (Block A) in the campus.
3. The forenoon session exams are arranged in the main block and in A block.
4. The exam duty list of the staff is prepared as per the Covid-19 Protocols.
5. (a) Instructed the students from Quarantine homes to make their own arrangements to come for the examination. Parking area of their vehicles is arranged separately and separate washing area is provided for the parents from Quarantine homes.  
(b) Hotspot students are also suggested to use their own conveyance. They may have to show their hall tickets for travelling out of their zones and are requested to keep copies of the same for verification at different zones.
6. Separate waiting area and washroom are arranged for Guardians /Parents.
7. The examination date and other details are already informed to the medical officer of Vellamgallore Grama Panchayat.
8. Proper training has been given to all staff of the examination center as per the guidelines.
9. The following arrangements have been made for the selected halls for the conduct of examination.
  - a) Thermal scanning will be done before entering the exam block.
  - b) All the halls (non AC) are having adequate light and have good cross ventilation.
  - c) Seating arrangements are planned with a minimum distance of 1.82m between the candidates.
  - d) Separate classrooms are arranged for those students reporting with mild fever /flu like symptoms in block A.
  - e) All exam halls are having CCTV arrangements so that invigilators movement inside the hall can be restricted.
  - f) Large plastic bags are arranged in each hall to collect the answer books.
  - g) Arrangements are made for Sanitizing the entire classroom table/desk, chairs/benches after each session.



# UNIVERSAL ENGINEERING COLLEGE, VALLIVATTOM

10. All infection control practices will be followed strictly all through the conduct of examinations, within the institution.
11. Separate committees are formed for the smooth conduct of University exam by obeying Covid-19 protocol.
12. Hall arrangements and seating arrangements were published in college website.
13. Transportation facilities are arranged for students (except those from Quarantine homes/hotspots and feverish) on exam days.
14. Entry of students inside the campus were arranged as per Covid-19 Protocol. Students coming for examination will be provided with thermal scanning and sanitization at the entrance of blocks and they are directed to their respective classes.

## Students

1. All B.Tech students appearing for supplementary examination are required to be present in the examination hall at 8.45 am.
2. Students should bring their pens, water bottles, **SANITIZER** and any other permitted tools required for the examination. These items **should not** be exchanged between students.
3. Students are requested to follow necessary Protocol related to Covid -19 management.
4. Wearing of mask is compulsory.
5. Students shall compulsorily follow social distancing protocols at all times inside the campus.
6. Students should not gather inside and outside the examination hall.
7. All types of celebrations after the examination are strictly banned inside the campus.
8. Students of this institution must bring their college id card for verification in each day of examination.
9. Students from other colleges are instructed to bring valid photo id proof (College ID/passport/driving license/Aadhar card etc.) and self-attested copy for verification in each day of examination.
10. Mobile phones, programmable calculators, smart watches and other electronic gadgets are not permitted inside the examination hall.
11. Students should bring permitted data book/datasheets, handbooks and other charts. Any irregularities in connection with personal belongings will be treated as malpractice.
12. Once the time allotted for the examination is over, the students shall get up from their seats one by one and drop their answer sheets and the copy of id proof (for center change students) in the respective plastic bag provided in the hall.
13. Students should not litter any waste paper and used tissues in the examination hall.
14. **Quarantine students are requested to keep a movement diary.**



# UNIVERSAL ENGINEERING COLLEGE, VALLIVATTOM

15.No students/parents shall be allowed to exit the campus once they are inside, until the completion of the day's exam.If the parents are not willing to enter the campus can drop their wards outside the main gate.

16.Students aren't allowed to sit together inside the college bus.

17.Social distancing must be maintained while boarding and alighting the college bus.

18.All students will be under CCTV surveillance for all the time they are inside the campus.

**19. All students must bring their duly filled Covid-19 Self Declaration Form and submit at their allotted block entry point**

## Staff

1.All invigilators are expected to report at the examination control room before 8.40 AM on duty days.

2.All staff should wear masks (cloth /surgical).

3.All staff posted at the entry points should wear triple layer masks and gloves.

4.Staff posted in exam halls of students with minor flu like symptoms /coming from Quarantine/other states should wear triple layer masks and gloves.

5.The invigilator should issue the hall tickets to the students after verifying their identity.

6. In case of centre change students, the copy of the id proof brought by the students shall be signed by him/her in the presence of invigilator and the same shall be deposited by the students in the plastic bag kept for that purpose.

7.If a student fails to bring the photocopy of the ID proof, he/she should be allowed to write the examination. The invigilator should report the matter to the examination cell.

8.The invigilator should paste the barcodes in all the answer sheets in the space provided before issuing it to the students. Instead of collecting students signature in the attendance statement, the invigilator should sign the space provided.

9.The invigilator should ensure that the students writes course code, course name and the alphanumeric code in the space provided in the front page of the answer book.

**10. All faculty and Staff on Exam duty should keep a movement diary at all times and maintain it compulsorily.**

11.When a student is caught committing malpractice or in any such attempts during examination, his/her answer book and all related evidences like gadgets/papers used /suspected of usage shall be deposited in the plastic bag provided for the purpose. The student shall be permitted to write the examination in afresh answer book. The same alpha numeric code of the barcode in the first answer book should be written in the second answer book. No need to use separate barcodes. After the examination, the second answer script also shall be deposited in the same plastic bag.



# UNIVERSAL ENGINEERING COLLEGE, VALLIVATTOM

12. The malpractice should be reported to the exam cell after the examination in the form provided.
13. Once the student completes writing the examination, the invigilator should ensure that the students drop their answer sheets in the plastic bag one by one maintaining social distancing.
14. Once a student deposits answer book in the plastic bag it shall be marked in the attendance statement by putting a tick mark.
15. After the examination, the invigilator should return the attendance statement, report of malpractice, plastic bags containing answer sheets, self-attested copies of ID proof and the answer books and other related evidences of students who caught during malpractice, if any, to the exam cell.
16. Mobile phones, programmable calculators, smart watches and other electronic gadgets should not be permitted inside the examination hall. This shall be announced before starting the examination.
17. Invigilators should ensure that the students do not share pen, pencils, calculators, and other materials inside the examination hall.
18. Water bottles can be permitted in the examination hall. However, the invigilator should ensure that the bottles are not exchanged.
- 19. Invigilators to be seated at the platforms and only one student at a time to be permitted to scrutiny and entry to the seating.**