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COVID-19 HEALTH ADVISORY FOR CONDUCTING UNIVERSITY EXAMINATIONS

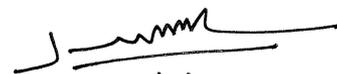
The World Health Organization declared that COVID-19 is a pandemic. Kerala has been taking all measures to contain the outbreak through strict surveillance and infection control measures.

The even semester B.Tech Degree Supplementary Examinations will be conducted (2012, 2013, 2014 admissions and prior to 2012 admissions) in the conventional OFFLINE mode from 17.11.2020.

Hence in order to reduce the risk of transmission of COVID-19 among all the stakeholders involved in this, such as students, teachers, parents, relatives, transporting vehicles, drivers, the officials of the Examination Centres etc the following advisory is issued.

1. All Principals are requested to constitute a "**War Room**" in their institutes, in accordance with the COVID-19 Standard Operating Procedure/advisory from health department.
2. Examination Centre authorities should display Campus layout, Hall allotment and seating arrangements in the Examination Centres.
3. All students should wear Mask and Gloves and compulsorily follow social distancing.
4. All students should bring their own pens, drinking water etc. Exchange of articles like pens, pencils, drinking water etc between students should not be permitted.
5. The students should report the college before 9.00 AM for FN Section and before 1.00 PM for AN Section. No students should be permitted to enter the Examination Centre after 9.00 AM for FN Section and after 1.00 PM for AN Section.
6. Before the entry of the students into the Examination Centre, their temperature should be verified with the help of non contact thermal scanners and their hand should be sanitised using alcohol based hand sanitizers/hand wash. [Those students with mild flue like symptoms (Temperature above 37.2°C) (Symptomatic Students) should be triaged and should be seated in a separate room].
7. Examinations should be conducted in halls/classes with very good air circulation. Windows should be kept open; fans and other mechanical ventilation should be used to increase the air exchange. Examinations should not be conducted in air conditioned class rooms or halls.
8. Invigilators are requested to put their Signature in the facing sheet of the Answer Book only. This can be done before handing over the Answer Booklet to the student. Students are not required to sign in the Attendance Sheet. Invigilators can mark the "absentees" in Red pen, against their names.

9. Once all the students in the class room/hall have submitted the Answer Books the invigilator can pack them in the Cloth lined Cover and stored separately until further instructions from University is received.
10. After each day's Examination the students should return to their residence immediately.
- 11. Students who are in Quarantine Period/Symptomatic Students**
- i. Social distancing and hand hygiene with hand sanitizer is to be ensured and triple layer masks should be worn by all students.
 - ii. Seating arrangements in the Examination Hall should have a distance of 2 meters between seats.
 - iii. The entire invigilators should also wear triple layer mask and gloves.
 - iv. Invigilators are requested to put their Signature in the facing sheet of the Answer Book only. This can be done before handing over the Answer Booklet to the student.
 - v. Students are not required to sign in the Attendance Sheet. Invigilators can mark the "absentees" in Red pen, against their names. Cancellation of pages, if any should be done by the students themselves. Answer Books should be handled very carefully. Once the examination is over the students shall get up from their seat one by one and drop their Answer Books directly into plastic bags in Register Number order. Separate plastic bags should be used for each Branch. Once all the students in the class room/hall have submitted the Answer Books in this manner the invigilator should tie and seal the plastic bag. Answer books of these students should be stored separately until further instructions from University are received.
 - vi. After each day's Examination the students should return to their quarantine place immediately.
12. Examination Centres should ensure that there is no crowding of students in the premises.
13. Principals should ensure that necessary number of masks, alcohol based hand sanitizers.
14. Separate toilets should be earmarked for symptomatic students and those students who are in quarantine/and coming from Containment Zones.
- 15. The registered students who may test as COVID-19 positive during the period of examinations shall not permit to write the examinations now. They can intimate the fact urgently to the undersigned through controlex@cusat.ac.in along with copy of COVID-19 test report. University will take up their case separately and will give special chance to write examinations in due course.**
16. The student must ensure that they strictly adhere to COVID-19 protocols and other rules issued by the Government for the smooth conduct of examinations.



CONTROLLER OF EXAMINATIONS