



## **ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU**

**10-09-2020**

### **A. STANDARD OPERATING PROCEDURE IN VARIOUS BLOCKS AND CLASSROOMS FOR UG/PG EXAMINATIONS, SEPTEMBER, 2020**

1. Examinations will be held between 9.30a.m and 12.30p.m for the morning session and 1.30 to 4.30 p.m. for the afternoon sessions
2. Invigilators will be present at 8.30 am in the morning and 12.30 pm in the afternoon in their respective allotted examination halls.
3. U.G Examination will be conducted in **3 blocks (Arrupe, Administrative and Xavier)** and PG Examinations will be held in **2 Blocks (LCRI & Maffei)**
4. Each room will be allotted 25 students.
5. The rooms used for the morning sessions **will not be used** for the afternoon sessions
6. Students will be informed about their blocks and room allotments and other requirements through WhatsApp group by the class guides and therefore, there will not be display of notices regarding allotment of rooms on the notice boards/entrances of Blocks.
7. As soon as students arrive, they will be directed to their respective blocks and from there to their respective places in the examination hall. They will not be allowed to sit in any other place.
8. Three separate rooms will be arranged for students with high temperature, the quarantined and with infection
9. If students fail to bring the hall tickets or ID Cards, arrangements will be made to provide duplicate ones at their place at the request of the room invigilators. Students will not be sent out.
10. Students shall sanitize their hands before and after signing Invigilators diary.
11. In case students express the need to visit rest/washrooms, they will be allowed one after the other
12. Students will be asked to bring their own water bottles as well as sanitizers when they arrive to appear for examination.

13. Students should bring their own stationery items related to examinations. No exchange of stationery will be allowed.
14. Students will not be allowed to leave the examination hall before half an hour of the commencement of the Examination
15. At the end of the examination, students will be allowed to leave one by one to avoid crowding in the corridors
16. As a reminder of norms of physical distancing, check boxes will be marked on the corridors.
17. Immediately after the examination, the rooms, washrooms will be disinfected.
18. If a few students arrive early for the afternoon examination, they will be accommodated in the Arrupe Halls with physical distance.
19. A demo will be conducted two days before the examination.

## **B. INSTRUCTIONS TO INVIGILATORS**

1. Invigilators will undergo thermal screening and wear face mask and the hand gloves before they enter examination block.
2. They will collect the Invigilators Diary and Answer Booklets from the Control room and shall be present in their allotted examination hall 8.30 a.m. in the morning and 12.30 p.m. in the afternoon.
3. Students will be allowed to enter the examination hall 8.30 a.m. onwards and they will be instructed to sit at the allotted places and study. No group discussion will be allowed.
4. Students who wish to go to washrooms will be allowed one by one before the commencement of the examination keeping in view of physical distancing.
5. At 9.20a.m /1.20p.m (first bell) students will be informed to keep their belongings outside the class rooms. At 9.25a.m / 1.25 p.m. (second bell) the invigilators will distribute the answer booklets to the students and will give instructions related to the examination.
6. Question papers will be handed over to invigilators by the Relieving Faculty 10 minutes before the examination begins which will be distributed at the third bell (9.30a.m/1.30 p.m.).

7. Invigilators diary will be signed by the students. However, they will sanitize their hands before and after signing.
8. Invigilators will affix their initials on the hall tickets of the students. Students will not be sent out for not carrying their ID cards or Hall tickets. Instead the details of such students will be given to the staff in charge in the corridor. Block Directors/ Office will take care and do the needful.
9. Student will not be allowed to exchange their pens, pencils and other examination related materials. Students themselves have to bring their drinking water and sanitizers during examination.
10. No Students will be allowed to leave the examination hall before half an hour of the commencement of the examination. (before 10 am and 2 p.m.)
11. Students will be instructed to keep their answer scripts on the desk when they leave from the examination hall and the invigilator will collect them at the end.
12. After the examination, students will be allowed to leave the hall one by one, maintaining the physical distancing
13. After the examination Invigilators will return the answer scripts to the relieving staff at the control room by maintaining physical distancing.
14. In case of malpractice, the invigilators will inform the staff in charge in the corridor who will report the same to the examination control room. Till the malpractice vigilance arrives, the students will be instructed to sit in their respective places.

**C. SEQUENCE OF ACTIONS TO BE UNDERTAKEN DURING EXAMINATION TIME IN THE CAMPUS/COLLEGE PREMISES**

1. Sanitization and thermal scanning at the entrance of the college.
2. Sanitization and thermal scanning at the entrance of each block.
3. Students are to be informed to bring sanitizers, masks, a pair of hand gloves and their own water bottles.
4. Students have to wear gloves as they enter the building.
5. As soon as students enter the class room and take their seats they have to sanitize their hands.

6. Entire set of duplicate hall ticket can be sent to room invigilators so that they can sign in the duplicate copy only.
7. Students have to be informed to leave the campus as soon as they finish the examination.
8. Sanitization at the exit point of each building.
9. Students have to be informed to drop used tissues, masks and gloves in the dustbins only.
10. Maintain social distancing.
11. Parking of Vehicles for Teachers / Non- teaching Staff will be arranged in front of the Admin Block Ground
12. Students may use the Parking lot for parking their two wheelers.

#### **D. INSTRUCTIONS TO STAFF IN CHARGE OF BUILDINGS/ CORRIDORS**

1. They will be present in their allotted places by 8.15a.m and 12.15p.m and will undergo thermal screening and wear face masks and hand gloves before they enter their respective examination blocks.
2. As soon as the students enter the block, they will direct them to their respective class rooms. And also guide them when they leave the examination hall.
3. They will also ensure that students will not form groups in the corridors before and after the examination.
4. They will also guide the students to wash rooms and will ensure that there is no crowding of students in the washrooms.
5. They will take appropriate steps to inform the authorities related to student ID Cards/ Hall tickets /malpractice cases whenever the room invigilators report them about these issues.



**PRINCIPAL**



**CONTROLLER OF EXAMINATIONS**