



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
HISAR-125 001 (HARYANA)**

(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

A' Grade 'NAAC' Accredited

No. Conduct/2020/ 1223-48

Dated:- 27/08/2020

To

All Principals of GJUS&T, Hisar affiliated Colleges (overleaf)

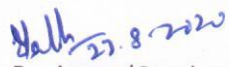
Sub: - Conduct of Practical Examination for the session May/June 2020

Sir/Madam

The practical examination for final semester/year of UG/PG and diploma courses of affiliated degree Colleges have been scheduled to be held from 04.09.2020 to 09.09.2020.

All the practical examinations will be conducted at respective colleges. Internal & external examiners will be appointed from amongst the faculty members of the respective college by the concerned college principal at their own level. It will be the sole responsibility of the Director(s)/Principal(s) of concerned colleges for proper sanitization and thermal scanning of all the candidates before entering the examination centre as well as to maintain social distancing as per Govt. instructions and also to ensure that no candidate will be allowed to enter in the centre without wearing the mask. The detailed SOP for the conduct of examinations issued by UGC are enclosed herewith for strict compliance.

The practical awards uploaded on University portal on the same day on which the practical examinations is to be conducted and hard copies thereof downloaded from the University portal duly signed by examiners along with student attendance charts be sent to the Conduct Branch, GJUS&T, Hisar in sealed envelope latest by 10.09.2020, positively


Deputy Registrar (Conduct)
for Controller of Examinations

CC:

1. Director, UCIC, GJUS&T, Hisar with the request to open the online portal for uploading the awards during this period.
2. Liaison Officer, IT Cell, GJUS&T, Hisar with the request to open the online portal for uploading the awards during this period.
3. PS to COE , GJUS&T, Hisar for kind information.

To

All Principals of GJUS&T, Hisar affiliated Colleges

1. Govt. PG College, Hisar
2. Govt. College for Women, Hisar
3. Govt. College, Hansi
4. FGM Govt. College, Adampur
5. Govt. College, Barwala
6. Govt. College, Nalwa
7. Govt. College, Narnuand
8. FC College for Girls, Hisar
9. DN College, Hisar
10. CRM Jat College, Hisar
11. Asha Girls College, Bhiwani Rohilla, Hisar
12. Maharani Laxmibai College for Women, Hisar
13. S.D.M.M., Hansi
14. GD Girls College, Adampur
15. Shanti Niketan College, VPO Ladwa, Hisar
16. Imperial College, Hisar
17. Singh Ram memorial Degree College, VPO Umra, Hisar

Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
 - d. Exam functionary needs to wear the mask and gloves at all time
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.
30. At the end of the day-
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall :
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority
31. Maintain record of all exam functionaries
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty