



SREE VIDYANIKETHAN ENGINEERING COLLEGE

(Autonomous)

Sree Sainath Nagar, Tirupati- 517 102

(Affiliated to Jawaharlal Nehru Technological University Anantapur, Ananthapuramu)

STANDARD OPERATING PROCEDURE (SOP) FOR CONDUCTING EXAMINATIONS IN THE COVID-19 PANDEMIC

1. Entire examination Centre floors and walls, doors, gates, should be sanitized with disinfectant after each session.
2. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff room, restrooms etc. and should be replenished regularly.
3. Candidates seating area should be thoroughly sanitized (Desk and the chair) after every session.
4. All the washrooms, door handles, staircase railing, wheelchairs, trash bins etc should be cleaned and disinfected.
5. Exam functionary must submit self-declaration about health status.
6. Temperature check with Thermal gun must be done at the entrance point.
7. Exam functionary and Invigilators shall wear the fresh mask and gloves at all time of the examination process.
8. Proper Signages, Symbols, Posters etc. should be displayed at appropriate place to maintain social distancing.
9. Avoid crowding at entry and exit points. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Entry and exit of students should be permitted one by one only.
10. Students are advised to carry their own water bottle for drinking and sanitizer for hands sanitization as additional safety measure.
11. Students are advised to report to the college Half-an-Hour before commencement of Examinations to avoid the crowd at the entry gates of the College.
12. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
13. Students having symptoms of fever, cough and cold should be made to sit in a separate room.
14. Minimum distance between two students in seating arrangement should be 2 meters.
15. Adequate supply of water in toilets and for hand washing shall be ensured.
16. Proper sanitization of buses, other transport vehicles of the institutions shall be made after each trip.


PRINCIPAL


Copy to: The Vice-Principal.

Deans: Academics; Exams; Training & Placements; IIC; Students Welfare.

HODs: EEE, ECE, EIE, CSE, CSSE, IT, CE, ME, BS&H & MCA with a request to circulate among the Students and Faculty.

Controller of Examinations, NIVA Coordinator; Officer-in-Charge, ISA;

SAO; AAO; Logistic Officer; EA to Chairman; EA to CEO.

CAO; Director (Q & D); Director (F & A), SVET; for Information