



Office Order No. 354

Dated:- 14/9/21

## SoP for Conduct of Special Reappear Exam in Offline Mode w.e.f. 17/09/2021

- Each Examination Centre shall strictly follow the SoPs/ Instructions issued by the Central / State Government regarding COVID-19.
- Examination Centre (including floors & walls / doors / gates / door handles / desk / benches/ chairs/ staircase railings /wash rooms etc) should be thoroughly sanitized daily.
- At the beginning of the examinations, the students are to enter the examination hall ahead of time in an orderly manner. On completion of the exam, the candidates will be permitted to move out in the same way.
- Each Examination Centre needs to have Thermal Scanning Device for Temperature check of candidates and all staff on duty. All staff members and candidates to be checked with Thermal Scanning Device at the entry point for fever on daily basis.
- Designated sick/isolation rooms to be arranged in the Examination centers. In case, any student is observed to be having above normal temperature ( $>37.5^{\circ}\text{C}/99.4^{\circ}\text{F}$ ) or displaying any symptom of COVID-19 suspect, they will be placed in separate Isolation Room.
- Use of face covers/masks to be made mandatory by all students, invigilators, and support staff.
- Each Institution having Examination Centre shall arrange Gloves & Masks for all staff on examination duty.
- Physical distancing of at least 6 feet to be followed as far as feasible in the Examination Halls.
- Advisory notice boards to caution the students about Social Distancing precautions/ Use of Masks will be positioned at suitable locations within and near the examination centres.
- Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained. Seating Plan will allow candidates to sit at a safe distance from each other as per social distancing norms.
- Keeping in view the physical distancing norms, the institutions should utilize maximum space for proper seating arrangements in the examination
- The Institutions shall provide Liquid handwash/soap in washrooms for washing hands. The practice of proper hand washing with soap even when hands are not visibly dirty is to be followed. Use of alcohol-based hand sanitizers should be made available by the respective Institutes.
- Spitting shall be strictly prohibited.

- Adequate arrangements for safe drinking water preferably with disposable cups/glasses should be made in the examination hall.
- The invigilators will sanitize his/her hands prior to the distribution of question papers/answer sheets.
- The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators.
- The collection and packing of the answer sheets, at every stage, will involve the sanitization of the hands.
- The answer sheets will preferably be opened up after 72 hours have elapsed post-collection of papers.
- Sharing of personal belongings/stationery shall not be allowed.
- On daily basis, safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre as per standard guidelines issued by health authority.
- Hostel Facility shall be provided by the respective Institute, if available. However, before opening the Hostel for Students, each Institute shall strictly follow the SoPs / Instructions issued by the Central / State Government regarding COVID-19.
- Hostels (including floors & walls / doors / gates / door handles / staircase railings / wash rooms/ Mess area etc) should be thoroughly sanitized daily.

*TK Bhatia*  
Principal  
Govt. Polytechnic Edu. Society  
Meham (Rohtak)

Dated 14/9/21

Endst. No. 2334-2336

Copy of the above is forwarded to the followings for information and further necessary action please through whatsapp /E-mail:-

1. All O/I's and Tutor's
2. Students Notice Board
3. O/I Institute website /O/I facebook & Social Media

*TK Bhatia*  
Principal  
Govt. Polytechnic Edu. Society  
Meham (Rohtak)