

**Office of Controller of Examination
Institute of Engineering and Technology, Lucknow**

Dated: Feb 11, 2021

Odd Semester Theory Examination, 2020-21

Standard Operating Procedure (SOP) for Conduction of Examination

Following is brief guideline/advisory/ statement of procedure for conduct of examination in the OFFLINE mode issued in view of advisory/guidelines issued by MHA/UGC and Govt of UP./AKTU.

[A] Issue of Admit Cards:

- a. The Admit Cards shall be issued through the ERP Login of the Institute.
- b. The students have to download their Admit Cards through ERP Login and take a print out of the same.
- c. Carrying of the admit card to the Examination Hall is mandatory.
- d. Students must carry their admit cards along with a valid personal id while they commute/travel to the Institute for appearing in the Examination as this would be treated as a pass for the movement of students.
- e. The students must read all the instructions/advisory on the Admit Card and must adhere to them. Following are the some important instructions printed on the admit card.
- f. **Instruction/ Advisory to be included for printing on Admit Cards**
 - Students must keep on visiting the institute website <http://www.ietlucknow.ac.in> for latest instructions / updates.
 - Students must remain updated with advisory for COVID-19 issued by the Govt. of UP / Govt. of India and strictly adhere to them.
 - Students must wear face mask and follow social distancing norms as per COVID - 19 guidelines inside and outside the campus of the institute as well as during your travel.
 - Students must move in an orderly manner and follow social distancing norms as per COVID -19 guidelines at the time of entering and exiting the examination area before and after the examination.
 - Please note that use of disposable gloves, face masks and sanitizers are permitted in the examination halls also.
 - Please note that the seating arrangements in the Examination Halls has been done as per social distancing norms issued by GoI and frequent sanitization of the Examination Halls /Hostels /Campus will be ensured by the institute administration.
 - All the faculty members and staff members on the examination duty shall use face mask etc during examination period.
 - Please do not share pen, scale etc. with fellow students during examination.
 - Sufficient arrangements for sanitization / hand washing etc. will be available at the entry and inside the examination halls of the Institute but as an additional safety precaution; Students are advised to carry your own set of following personal items with you.

- Face Masks in reasonable numbers
- Hand Sanitizer
- Soap for washing hands
- Water Bottle
- Students are advised to dress in a way so that the least area of the body is exposed to the environment.
- In case of cough /fever etc., you must bring it to the notice of the invigilators /centre superintendent/ institute authorities immediately.
- If any student has come in contact with any COVID-19 positive patient within last 15 days as per your knowledge, you must bring it to the notice of institute authority at the earliest.
- Please dispose off your face masks/ sanitizers etc at the designated places only.

[B] What the students can carry in the Examination Hall

- a. A face mask big enough to cover the both nose and mouth of the candidate. In case, the student does not have any mask or the mask used by the student is inadequate, exam centre will provide a disposable mask to the student.
- b. A small transparent bottle (about 50 ml capacity) of hand sanitizer. The Institute will have sufficient arrangement for hand sanitization for each examination room and help the candidates not having any sanitizer for hand sanitization.
- c. A valid photo ID proof (Institute ID card/PAN card/Aadhar card/Driving License or Voter ID Card)
- d. A transparent water bottle for drinking water.
- e. If the candidate wishes to use hand gloves during the examination, he/she may be allowed to carry and use disposable hand gloves during the examination.

[C] Reporting by the student in the Institute/ Hostel for the Examination

Self declaration Form: Students must hand over the Self-Declaration forms at the examination centres while reporting for the examination for the first time. It is mandatory for the students to submit the self-declaration form, duly signed by them, before appearing in the examination. The format for the self-declaration is at the end of this document.

[D] Safety Measures at the Examination Area:

- a. The examination area will be sanitised daily before start of the examination.
- b. All desks and chairs will be thoroughly sanitised before the examination during each session.
- c. All those deputed on Examination duty will be wearing face masks.
- d. Sanitizer bottles will be kept at the entry gate, in the examination halls and in the examination control room. These will be refilled from time to time.
- e. The entire examination area shall be disinfected daily.
- f. All washrooms will be thoroughly disinfected.
- g. All door handles, staircase railings, lift buttons etc. will be disinfected daily.
- h. All trash bins will be emptied and thoroughly disinfected.
- i. Institute shall make proper arrangement at the entry point so that social distancing is ensured during the entry of the students to the examination centre.
- j. Markings will be made on the floor to ensure that the social distancing norms are maintained by the students while in queue.

- k. At the entry point of the examination area, staff will be deputed to guide the students and avoid overcrowding while in the queue in the beginning/ end of every shift.

[E] Seating Arrangement:

- In order to ensure proper physical distancing inside the examination halls, the candidates will be seated in alternate rows and columns and follow the seating norms as suggested by the UGC, New Delhi.
- Students having symptoms of cold, cough or fever will be immediately brought to the notice by the students / Invigilators / staff members and will be given seat in a separate isolation room to appear in their examination.

[F] Entry at the Examination Area:

- a. Candidates will report at least one hour prior to the start of the examination as mentioned in their admit cards.
- b. Control room will ensure that the students stand in a queue adhering to the social distancing norms.
- c. The staff deputed by the institute will check the body temperature of the student using non-contact type thermos gun at the entry point to the examination area.

d. Body Temperature

- If the body temperature is $< 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be allowed to enter the exam centre and control room staff, after verification of the student (by just seeing the admit card and without touching it) will guide the student to his/her examination room with help of a seat allocation chart available with him.
 - If the body temperature is $> 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$, the candidate will be sent to a special isolation room where his body temperature will again be taken after a lapse of 15 to 20 minutes. In this time, their temperature may become normal. If not, then they will be allowed to appear in the examination in a separate room specially assigned for such students.
- e. No physical frisking of the students will be conducted. However, they will be informed not to carry any objectionable material with them to the examination hall. If any such item is recovered inside the hall, it will be treated as Unfair Means and accordingly disciplinary action will be initiated as per rules.
 - f. Candidates will have to sanitise their hands before entering the examination hall.
 - g. They shall display their documents to the exam centre staff from a safe distance. The staff will not touch the documents of the candidates during this entire process.
 - h. No entry will be allowed in the examination centres after the 30 minutes from start of examination.

[G] Examination Process:

- a. Students will enter the examination hall only after thoroughly sanitising their hands.
- b. Students must wear the mask during the entire period of the examination. If any students do not have safety mask, the institute will provide them a disposable mask.
- c. The invigilators/staff , while on examination duty, should be continuously wearing masks.

- d. Refreshments : No refreshments to be served in examination room. Refreshments are allowed only in designated areas and at scheduled times. Social distancing norms must be maintained while having refreshments.
- e. Candidates to be asked to sanitize their hands before and after signing the attendance sheet.
- f. In case invigilator is required to help a candidate to resolve any issue, they need to sanitize their hands before and afterwards.
- g. The students will report to the invigilator present in the examination hall from a safe distance. They will show their admit cards to the invigilator who will guide them to their seat as per the seating plan.
- h. They will sign the verification card / attendance sheet available with the room invigilator before preceding their designated seats. The students will sanitize their hands after signing the attendance sheet.
- i. All tables and chairs in the examination hall will be thoroughly sanitised before the start of the examination.
- j. During the examination, invigilators will monitor the students from a safe distance.
- k. Students will not be allowed to leave the examination hall before the completion of the exam. They can however, may be allowed to visit the toilets one at a time.
- l. After the examination, students are advised to leave the answer sheets on the table and leave the examination hall in queues, one at a time, while observing the physical distancing.
- m. Once the students leave the examination hall, the invigilators will collect the Answer sheets from the students' desks in orderly manner. They will also ensure that the students have filled the details on the answer sheet correctly and then put their signature/initials at the appropriate place on the answer sheet and count them. Invigilators will again sanitize their hands after this work.
- n. After counting they will hand over the answer sheets to the collection counter in the control room from a safe distance. The collection room staff will count the answer sheets and place them inside a sealed envelope along with the copy of the attendance sheet.
- o. Once the process is over the invigilator and the collection room staff will sanitize their hands again.
- p. Institute / Examination Control Room will maintain the following additional inventory and related processes in place.
 - **Face Masks** for all staff on examination
 - **Hand Sanitizer** at entry and inside the examination centre
 - **Spray Bottles, Sponges/Cloth** for disinfecting items such as desk/ table, door handles etc.
 - **Liquid hand wash /soap** in washrooms
 - **Thermo guns** for temperature monitoring at the entry
 - **Disinfectant Liquid with 1% sodium hypochlorite** for spraying in examination centre
 - **Cleaning material** for washrooms to ensure increased hygiene
 - **Sanitizing the examination area and equipping examination functionaries**
 - **Provision of separate rooms/ isolation rooms**

(To be submitted to the Institute of Engineering and Technology, Lucknow, while reporting to take Odd Semester Examination, 2020-21)

SELF DECLARATION FORM FOR STUDENTS

I, (Name of the Candidate) _____ Roll No. _____

Son/daughter of shri / Mrs/ Dr. _____ resident of (address) _____

_____ do hereby declare the following:

1. I have read the Instructions, guidelines and relevant orders of Govt of India/ Govt of UP pertaining to COVID-19 pandemic. I have read information bulletin, instructions and notices related to my examination available at the website <http://ietlucknow.ac.in> of the Institute of Engineering and Technology, Lucknow. I have also read instructions / advisories given on the admit card thoroughly and will adhere to them during the examination period as well as my stay in the institute for the purpose of the examination.
2. I have following in the last 14 days (please write Yes/No, as applicable):

a. The following Flu-like symptoms

- **Fever** (Yes/No) _____
- **Cough** (Yes/No) _____
- **Breathlessness** (Yes/No) _____
- **Sore Throat / Rummy Nose** (Yes/No) _____
- **Body Ache** (Yes/No) _____
- **Others** (Please Specify) _____

b. I have been in close contact with a confirmed case of Covid-19 (“Close contact” means being at less than one-meter distance for more than 15 minutes) **(Yes/No)**

c. I have NOT come in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine **(Yes/No)**

d. Travelled the following cities/ country in the last 14 days prior to arriving at the institute:

	1 st City	2 nd City	3 rd City	4 th City
Name of Cities/ Countries				
Date of Arrival				
Date of Departure				

3. I/we understand that the health and well being of our community is our first priority; therefore, the centre reserves the right to deny entry to its premises.
4. I/we undertake to abide by the COVID-19 guidelines issued by MHA / Govt of UP / IET Lucknow for Examination and Instructions/Advisory printed on the Admit Card issued for Odd Semester Examination, 2020-21.

Candidate' s Signature with date	
Candidates Mobile Number	
Candidate's Email IDs	

Institute of Engineering and Technology, Lucknow

Odd Semester Theory Examination, 2020-21 Self Declaration Form For Examination Functionaries

1. **Name:**
2. **Designation:**
3. **Mobile Number:**
4. **Do you have any of the following Flu-like symptoms in the last 14 days (please write Yes/No, as applicable):**

- **Fever** (Yes/No) _____
- **Cough** (Yes/No) _____
- **Breathlessness** (Yes/No) _____
- **Sore Throat / Rummy Nose** (Yes/No) _____
- **Body Ache** (Yes/No) _____
- **Others** (Please Specify) _____

5. I have been in close contact with a confirmed case of Covid-19 ("Close contact" means being at less than one-meter distance for more than 15 minutes) **(Yes/No) ...**
6. I have NOT been in close contact with any person suffering from COVID-19 and am NOT under mandatory quarantine **(Yes/No)**
7. Travelled the following cities/ country in the last 14 days prior to arriving at the institute:

	1 st City	2 nd City	3 rd City	4 th City
Name of Cities/ Countries				
Date of Arrival				
Date of Departure				

8. Have you or any immediate family member come in close contact with a confirmed case of the corona virus in the last 14 days? (Yes/No):

Signature

Date: _____

[This form shall be maintained as record at the Institute as a preventive measure against the risk of spread of COVID].