

COVID WAR ROOM INSTRUCTIONS FOR THE CONDUCT OF EXAMS

1. Entry to the college campus is restricted. Only students writing the exams and Faculty/staff members of the college are allowed to enter the campus.
2. All the students and staff members must enter the college only through any of the two main gates and they should go through the Thermal Screening Counters at the college main lobby.
3. Students coming from Quarantine/Containment zone/Other state/with minor flu like symptoms should follow LINE 1 at the lobby for screening.
Other students should follow LINE 2 at the lobby for screening.
Staff members should follow LINE 3 at the lobby for screening.
4. Students coming from Quarantine/Containment zone/Other states/with minor flu like symptoms should inform the office through mail at least two days before the commencement of the exams.
5. Students should carry their identity cards and a photocopy of their address proof with the phone number of their guardian written on it. They should get the photocopy stamped at the screening counter and submit the same at the examination hall for entry.
6. All students and staff members for the exam duty must wear triple layer mask at their own cost. Staff members should wear hand gloves at the exam centre.
7. All students and staff members should do hand sanitizing wherever necessary.
8. Social distance must be maintained in the college campus at all times.
9. Students are directed to carry only the essential items for writing the exams. Carry bags and other luggage are not encouraged.
Students should bring drinking water if required.
10. Students who come by two wheelers should park their vehicles at the parking area near the main gate.
11. For the exams in the afternoon session, students will be allowed to enter the campus after 1.00 pm only
12. After the exams, four gates (two main gates, post office gate and PG block gate) will be opened. All the students are strictly instructed to leave the campus immediately after their exam, keeping the social distance. Any gathering inside the campus will be considered as breach of conduct and will be viewed seriously.