



08/07/2021

## **Additional Instructions to Students - July 2021 to Aug 2021**

University is conducting regular and supplementary examinations during July 2021 to August 2021 as per notifications already issued, taking all precautionary measures/adherence to SOPs issued by regulatory agencies at the background of the COVID-19 situations. In tune with above, the following guidelines have been framed by the Vedavyasa for the above-said examinations.

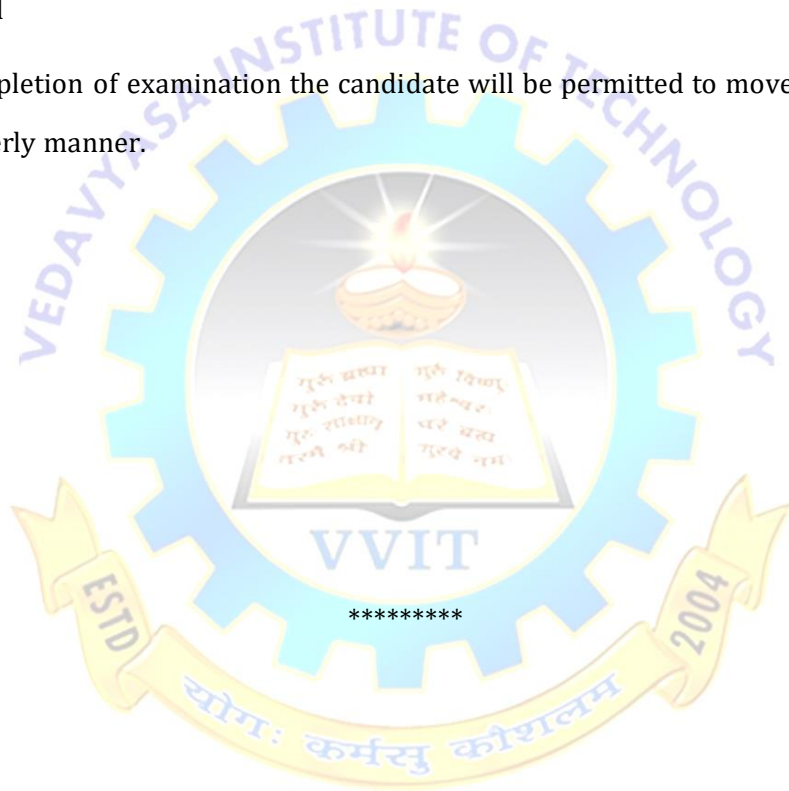
- 1) Campus Layout, Hall allotment and Seating Arrangement of all sessions shall be published in the website at least one day before the commencement of examination, check properly to avoid confusion at the time of reporting to the exam centers.
- 2) Campus Layout, Hall allotment and Seating Arrangement shall also be displayed at multiple locations to ensure social distancing.
- 3) All Students will be checked with the thermal scanner at the entry point. Must use hand sanitizer provided at the entrance. Wearing proper mask is compulsory.
- 4) The students who strictly obey covid 19 protocols shall be admitted to the college campus.
- 5) After entering the campus, the students should require to switch off their mobile phones and keep it outside the examination hall.
- 6) Hall tickets of students in the college (including Centre changed) shall be printed and distributed to required students.
- 7) Students should not share any of their personal belonging/ materials with anyone.
- 8) Students should maintain safe social distance with one another.
- 9) HODs/staff advisors shall offer all possible support to the students for attending the examinations. Feel free to contact them for any difficulties.

10) There shall be four types of examination halls/rooms based on categories mentioned below

Category of Students	Description
Category -1	COVID-19 Positive students
Category -2	Symptomatic students identified at the screening point
Category -3	Students under quarantine and from containment zones/hotspots
Category -4	Other students

- 11) Students who are under category 1 and 3 are instructed to report the details to the respective examination centers in advance. Students who are under quarantine/coming from other states (without undergoing quarantine)/having minor flu like symptoms are instructed to report the details to the respective examination centers in advance.
- 12) Students are instructed to bring a valid photo ID proof (College ID card/ Passport/ Driving license/Aadhar Card/Voter's ID card etc.) for verification.
- 13) Students who have opted for exam Centre change are instructed to bring a copy of the ID proof, on each day of the examination which should be signed by the student in presence of the invigilator.
- 14) Data sheets, data books, handbooks etc. that are specified in the question papers are to be brought by students itself.
- 15) In case of malpractice committed by students of respective colleges, the Disciplinary Action Committee (DAC) of the college shall conduct an inquiry and submit the report to University through the portal. Final decision will be based on the report submitted by DAC.
- 16) In case of exam center changed students, the exam cell should report the details of malpractice to the University through portal. The same shall be intimated to the University through e-mail also. University will collect the answer books along with evidences, report from invigilator, etc. and the matter will be reported to EMC of University. EMC will conduct the inquiry and the final decision will be based on the report submitted by EMC
- 17) Mobile phones, programmable calculators, smart watches and other electronic gadgets shall not be permitted inside the examination hall.

- 18) Students do not share pen, pencils, calculators and other materials inside the examination hall.
- 19) Water bottles and small bottles of sanitizers can be permitted in the examination hall. However, such bottles are not permitted to exchange between students.
- 20) All the students will be under CCTV surveillance and all the activities shall be monitored
- 21) Students must bring the duly signed self-declaration form for attending their examination.
- 22) Please wait for the instructions from the invigilator and don't get up from your seat until advised
- 23) On completion of examination the candidate will be permitted to move out of the campus in an orderly manner.



Sd/-

Exam Cell, VVIT