



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

No/DU/RG/CE/SOP/Exams/2020/ 2021/ 239

Date: 17.04.2021

**Standard Operating Procedure (SOP) for Conduct of
all the Examinations during Covid-19, Pandemic.**

The below mentioned SOP shall be strictly followed by all concerned for conduct of Examinations:

1. Physical distancing of at least 6 feet to be strictly followed by the Examinees, Invigilators and other Staff in the Examination Halls and ensure observance to distancing norms and other preventive measures at all times during conduct of examinations.
2. Use of Face Covers / Masks to be made mandatory by the Examinees, Invigilators and Staff.
3. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty should be followed. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
4. Spitting shall be strictly prohibited.
5. Keeping in view the physical distancing norms, the Examination Centres should use the maximum rooms/examination halls to ensure proper seating arrangement for examination.
6. Only asymptomatic persons shall be allowed inside the Examination Centres.
7. The Examination Center must have a designated isolation room for isolating any person who is found symptomatic during examination, till such time medical advice may be sought.
8. Enough Entry and Exit Gates for the Examinees, Invigilators and Staff shall be ensured to avoid overcrowding.
9. For pen & paper based tests, the invigilator will sanitize his/her hands prior to distribution of question papers/answer scripts. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer scripts, at every stage will involve sanitization of the hands. The answer scripts will preferably be opened up at the respective Evaluation cum scrutiny zones after 72 hours have elapsed post collection of papers.

10. In case of Persons with Disabilities (PwD) candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
11. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
12. Use of spit/saliva for counting/distributing Question Papers/Answer Scripts/Additional sheets shall not be allowed.
13. Sharing of personal belongings/stationery/Calculators shall not be allowed.
14. On completion of examination, the candidates should be permitted to move out in an orderly manner.
15. Examination hall and other common areas shall be sanitized each time before and after examination.
16. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
17. Cleaning and regular disinfection using appropriate disinfectant of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.

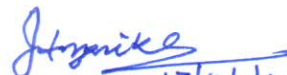

(Dr. J. Hazarika) 17/4/2021
Registrar
Dibrugarh University

Memo No./DU/RG/CE/SOP/Exams/2020/ 2021/240-249

Date: 17.04.2021

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of his kind information.
2. The Controller of Examinations, Dibrugarh University for information and necessary action.
3. The Heads /Chairpersons of all the Departments / Centre for Studies, Dibrugarh University for information and a request to adhere to SOPs for conducting exams.
4. The Principals / Directors of Colleges / Institutes offering PG and professional courses for information and a request to adhere to SOPs for conducting exams.
5. The Joint / Deputy Controller of Examinations (C / A), DU, for information and necessary action.
6. The Joint Registrar (Academic), DU for information.
7. The Joint Registrar (Administration) for information and necessary action.
8. The Sr. Assistant Registrar, D.U. for information and necessary action.
9. The Programmer, Dibrugarh University for information and with a request to upload the notification in the University website.
10. The Section Officer, Exam A/ B for information and necessary action.
11. Office File.


(Dr. J. Hazarika) 17/04/2021
Registrar
Dibrugarh University