

NEW HORIZON COLLEGE OF ENGINEERING

OFFICE OF THE CONTROLLER OF EXAMINATIONS


Date: 23/01/2021

Standard operating Procedure to be followed by students

SEE(ODD) A:Y 2020-21

1. Students must report to college 1 hour 30 minutes before start of examination in order to facilitate thermo gun check, hand sanitization and maintaining physical distancing.
2. Students must carry their College ID Card at all times.
3. Students must wear a fresh face mask and hand gloves at all times and locations, as per the requirement.
4. Students must disinfect their hands at the time of entry and after signing the Attendance sheet.
5. Students are permitted to carry their own hand sanitizer and water bottle into the exam hall, if they wish.
6. Students are strictly not allowed to share anything with other students, such as water bottle, hand sanitizer, calculator, drawing instruments etc.
7. Students must strictly maintain social distancing at all locations and avoid gathering.
8. Enter and exit college premises and exam hall in an orderly fashion and maintain adequate physical distance at all times. Do not gather in large numbers.
9. After the completion of examination, students are strictly advised to leave the campus. No one will be allowed to wait in the corridor as well.
10. If a student has symptoms of fever, cough and/or cold, they must request the college one day in advance, to seat you in a separate room. This will ensure the safety of your fellow students and staff.
11. Students with fever cough and/or cold must inform the college at least 1 day in advance so that arrangements to seat them in a separate room can be made.
12. If the malpractice case is detected, the room superintendent/Squad member will seize the incriminating materials and the answer script(s), and report the same to the Chief Superintendent immediately as per the procedure, and the student will be disqualified from the same examination.


Controller of Examination


Principal 23/1/2021