



Bharati Vidyapeeth (Deemed to be University) Pune, India.

Founder Chancellor : Dr. Patangrao Kadam

MEDICAL COLLEGE, PUNE

- ★ Accredited with 'A⁺' Grade (2017) by NAAC ★
- ★ Category-I University Status by UGC ★
- ★ NIRF Ranking - 62 ★

"Social Transformation Through Dynamic Education"



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SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

The following instructions are issued for the smooth conduct of examinations during the period of COVID19 infection. These are based on guidelines issued by Ministry of Health and Family Welfare, Govt of India and discussions with University and college authorities.

Examination centres are frequented by large number of students, few parents and examination staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures. These measures will be followed as specified below till further orders on the subject.

1. Generic preventive measures for all

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in places of examinations (both theory and Practical/clinical) at all times.

These include:

- Physical distancing of at least 6 feet to be followed as far as feasible.
- Use of face covers/masks is mandatory and no entry to exam centres will be permitted without the same.

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Pune-Satara Road, Pune - 411 043 (INDIA)

- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty is to be practiced. Use of alcohol-based hand sanitizers (for at least 20 seconds) is to be ensured for which sanitisers will be provided centrally at all exam centres by college, hospital,/ departments concerned.
- iv. Respiratory etiquette will be strictly followed involving strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly in bins provided.
- v. All will ensure self-monitoring of health and report any illness at the earliest. They will be directed to COVID Flu OPD for screening and testing where indicated.
- vi. Spitting is strictly prohibited.
- vii. Installation & use of Aarogya Setu App is advised to all.

2. Arrangements at Examination Centres.

a) Planning of examinations

- i. Examinations will be planned out in a staggered manner so as to avoid overcrowding at any examination center on any day.
- ii. Keeping in view the physical distancing norms, adequate room capacity will be ensured by Examination section to ensure proper seating arrangement for examination.
- iii. Appropriate arrangements for personal protection such as hand sanitizers shall be made available at the centres to staff and students. All students and staff shall wear masks at all times.
- iv. All exam staff and examinees will also submit self -declaration about health status at the time of entrance to the examination center. A simple do's and dont's/ Advisory will also be provided at the time of issue of admit tickets.
- vi. Students should carry minimum items into the examination centres limited to Admit card, College ID card, face mask, one water bottle and hand sanitizer.
- vii. Adequate manpower shall be deployed at the examination centres for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination. Students will not crowd around each other prior to or after examinations.
- viii. Adequate number of rooms and manpower for document verification and processing of examination papers will be planned for duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff will be briefed on the code of conduct in the context of COVID19.


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x. Posters on standees on preventive measures about COVID-19 shall be provided for display at the examination center (outside and inside).

xi. The examination center shall have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought.

b) Entry and exit to the examination center

i. Entrances to exam centres will have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.

ii. Only asymptomatic staff and students shall be allowed inside the examination hall.

iii. In regular course, a symptomatic candidate will be referred to the COVID-19 centre of Bharati Hospital. A case may be taken up with the university to undertake the examination through other means or arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic and insists on giving the examination, he/she may be allowed to take examination in a separate isolation room.

iv. All staff and students will be allowed entry only if using face cover/masks. The face cover/mask will be worn at all times inside the examination center by all.

v. All entry & exits gates for students and staff will be open and manned to avoid overcrowding.

vi. Maintaining physical distancing of a minimum of 6 feet will be ensured, when queuing up for entry and inside the center.

viii. Bags/books/mobiles will not be allowed in the examination center.

ix. On completion of exam, the candidates will be permitted to move out in an orderly manner.

c) Special precautions for high risk individuals


i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.

ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

d) Movement within the examination center, seating arrangement including conduct of examination

i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.

ii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.


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iii. Adequate arrangements for safe drinking water with disposable cups will be made in the examination hall.

iv. Seating arrangement in the examination hall will be made in such a way that adequate social distancing is maintained.

v. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators.

vi. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be despatched to the University after 72 hours have elapsed post collection of papers.

vii. Use of spit/saliva for counting/distributing sheets will strictly not be allowed. Moist pads will be provided at CAP centres.

viii. Sharing of personal belongings/stationery shall not be allowed.

ix. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.

e) Sanitation and Hygiene

i. Examination hall and other common areas shall be sanitized each time before and after examination.

ii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.


iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) will be made mandatory in all examination hall and other common areas. AO will deploy separate sanitary staff for this purpose.

iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

f) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

i. The ill person will be accommodated in a room or area where they are isolated from others.

ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor. The examinees exhibiting symptoms and willing to give the examination, will be allowed to take examination by shifting the candidate to a separate isolation room.


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iii. Disinfection of the premises will be taken up if the person is found positive.

g) SOP for conduct of Central Assessment programme

- i. The location for conduct of CAP will be planned keeping in mind the number of examiners and social distancing norms.
- ii. Adequate arrangements for safe drinking water with disposable cups will be made in the CAP Hall.
- iii. Seating arrangement in the CAP hall will be made in such a way that adequate social distancing is maintained.
- iv. The CAP examiners will sanitize their hands prior to collection and handling of answer sheets. For this purpose each table will be provided with an sanitizer.
- v. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will be despatched to the University after 72 hours have elapsed post collection of papers.
- vi. Use of spit/saliva for counting/distributing sheets will strictly not be allowed. Moist pads will be provided at CAP centres.
- vii. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.

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