

**Vimala College (Autonomous), Thrissur****Safety Protocol and Guidelines on Examinations in View of COVID-19  
Pandemic  
(Updated 22/11/2020)**

Vimala College has notified the revised time table for conducting the rescheduled examinations –Fourth Semester BA/B.Sc./B.Com Degree, Third Semester B. Voc Degree and Second Semester MA/MSc/MCom/MSW Degree April 2020. The exams will be held from 25 November 2020 to 1 December 2020.

Considering the safety of students, staff and the community, the College has prepared a micro plan regarding examinations to be conducted, the number of students appearing for examinations, various centres of examination, the facilities provided, precautions taken and guidelines to be followed for conducting examination in the context of the COVID 19 Pandemic. Instructions for students, invigilators and parents or guardians have also been formulated.

In order to reduce the potential risk of transmission of COVID-19 within the examination centre, the students who have tested positive for COVID 19 at present must stay at home. The students who are experiencing symptoms consistent with COVID 19 and who are currently in quarantine after having direct contact with person who is recently tested positive are also requested to stay at home. A special (Regular) examination will be conducted later for such

students. They should produce a certificate from the competent authority (District Medical officer, Medical officer of Primary health Centre/ Sub Centre, or the President of Local Self-Governing Institutions such as Panchayaths/Municipalities/ Corporation) to prove their inability to appear for the examination. They should also inform their respective Heads of the Department before the commencement of examinations.

### **Instructions for students**

1. All the students appearing for the examination should strictly follow the COVID protocol stipulated by the College
2. Since special facilities are to be arranged for students coming from containment zone/hotspots and who are in quarantine, they should inform the Head of the department/Chief Superintendent of Examinations on the previous day of the examination. Contact Dr. Sr. Namitha on 8281384282 or 6282434596
3. Students who are assigned centers other than Vimala College are not allowed to change their centers now.
4. The College has taken all measures to keep the campus safe and disinfected for maximum protection.
5. Students must take all necessary precautions and must practice strict physical distancing and wear a triple layer cloth/N95 mask. No student will be allowed entry into the College premises without the prescribed mask
6. Thermal screening of all students will be performed at the entrance of the College as per existing Health Department guidelines and no symptomatic student will be allowed to write the day's exam.

7. Students showing any symptoms while writing the exams will be referred for medical examination.
8. While hand sanitizer and handwashing facilities will be arranged, it is advised that students bring their own hand sanitizer as well, to protect themselves while travelling.
9. No parent/accompanying student/ guardian will be allowed inside the College premises.
10. Strict social distancing must be observed on campus and students are expected not to gather on the campus or on their way to the campus.
11. Students will not be permitted to crowd around outside the exam classroom and the College premises.
12. All students must carry their hall ticket, identity card, and water bottle, and stationery as necessary and no student is permitted to exchange stationery or water bottle amongst themselves.
13. Seating arrangements in the exam hall will be done as per the Health Department guidelines.
14. While in the exam hall, the regular exam instructions of Vimala College will be followed with certain modifications to control infections.
15. Once the time allotted for the exam is over, all students must strictly adhere to the instructions of the invigilator regarding the submission of answer sheets and students must leave the campus soon after the examination.
16. Strict social distancing is to be maintained while exiting the college premises
17. Students are strictly advised to maintain hand and face hygiene.

18. On returning home from examination, students are to take a shower before interacting with other family members.

### **Instructions for invigilators**

1. Separate and detailed guidelines will be issued after adequate orientation and training.
2. All Invigilators must ensure strict social distancing and must wear the prescribed gloves and mask.
3. All invigilators in coordination with the Chief Superintendent will ensure that the classroom arrangements are as per the Health Department guidelines.
4. Invigilators need not countersign on the Hall Ticket.
5. Plastic bags will be provided for the submission of answer sheets.
6. Strict social distancing to be maintained in all interactions with the students.
7. Invigilators should mark the attendance in the sheet provided and students need not sign in the attendance sheet.
8. The students themselves can mark 'cancelled' on the space or on the pages that are not used.