

MALLA REDDY ENGINEERING COLLEGE (Autonomous), Hyderabad

Standard operating procedure for conduct of Examinations

Guideline for students who are writing exams from 14th Sept. 2020 onwards

1. In the wake of Covid-19, it has been advised to take all necessary health precautions as has been advised by Government authorities.
2. Students must wear a face mask and hand gloves at all times and locations. If require use face shield.
3. Students are requested to bring their own water bottles.
4. Canteen facility will not be available during these days.
5. Students must arrive at College sufficiently early (1.30 hour) before the starting of examination in order to facilitate thermo gun check, hand sanitization and maintaining physical distancing.
6. Entry to the campus is only through the main gate. No one should crowd together before the gate. Kindly wait by keeping the social distancing.
7. Sharing of things like pen, paper, books, calculators, log tables etc may spread the disease and hence cannot be allowed.
8. Students have to wear ID card during exam days.
9. Students must sanitize their hands at the time of entry and after signing the Attendance sheet.
10. Students are permitted to carry their own hand sanitizer and water bottle into the exam hall
11. Enter and exit college premises and exam hall in an orderly fashion and maintain adequate physical distance at all times. Do not crowd or gather in large numbers.
12. No one is allowed to stay back in the campus after the examination. They have to leave for home as soon as exam is over.
13. Students are not allowed to enter into garden during these days. No sitting together and discussion are entertained.
14. Candidates are advised to take soap and water bath after reaching the places of stay (home) on the exam days. Remember that your family's safety depends on you too.
15. For any clarification regarding Covid-19 precautions, you may contact Concern HoDs and teaching staff.
16. If a student has **symptoms of fever, cough and/ or cold**, they are not **permitted to write exam**. This will ensure the safety of your fellow students and staff. ✓

Additional Standard operating procedures for students who are COVID-19 Positive

1. Students who are COVID-19 positive must inform to college about their status. Such students must submit a copy of the test certificate to the college for the procedures to be applicable.
2. In case test results are received just **prior to exams**, such student must inform the college as soon test results are available and submit a copy of the test certificate.

Please remember that the above instructions are formulated based on the instructions given by health authorities. Adhering to these instructions is important to ensure our health. All students are requested to fully comply with these instructions which are issued for their own safety.


Principal
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