



The National Institute of Engineering, Mysuru 8 -01-2021
Standard Operating Procedure for conduct of Examinations.


1. The Instructions, guidelines, and orders issued by the central and state governments concerning the conduction of examinations and safety and health is abided by our institution.
2. In case. there is a restriction on movements in certain areas, admit/Identity cards issued to the students will be treated as a pass for the movement of students as per the state and central government guidelines.
3. Entire examination centre floors and walls, doors, gates, have been sanitized and will get sanitized regularly.
4. The entire campus/hostels are sanitized
5. Mask and gloves will be used by invigilators and staff involved in conducting the examinations.
6. Sanitizer bottles has been arranged at the entry gate, examination rooms, staff/observer room etc
7. Hand wash bottles are kept for use in all the rest rooms.
8. Examination rooms will be thoroughly sanitized after every session.
9. All the washrooms will be cleaned and disinfected everyday twice.
10. All door handles, staircase railing, lift buttons shall be disinfected every day.
11. Wheelchairs at the examination centres will be disinfected.
12. All the trash bins shall be kept cleaned.
13. Exam functionary will wear the mask and gloves at all time.
14. Downloading of 'Arogya Setu' App is advised for every staff and student of the college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points is made.
17. Crowding at entry and exit points has to be avoided

18. Entry and Exit of students will be permitted one by one only.
19. Thermal Screening of students, wearing of face mask, sanitizing of hands will be ensured.
21. The invigilators, while on duty, will be continuously wearing mask, and hand gloves.
22. The students will be asked to sanitize their hands before and after signing the attendance Sheet.
23. Students having symptoms of fever cough and cold will be made to sit in a separate room
25. Keeping in view the physical distancing, only one student will be made to seat on a bench/desk in the examination hall.
26. Adequate arrangements for safe drinking water are made available on the campus, but. still the students can carry their own drinking water bottles for more safety.
27. Adequate supply of water in toilets and hand washing is ensured.
28. Consent letter from the parent and Covid test (Negative) report to be submitted
28. If a student is found Covid positive in between the examination days, then he/she will get 'I' Grade in the those missed examinations. (I Grade rules applicable as per the regulations)
29. If a student is found to be Covid Positive before the commencement of his/her first Examination or he/she affected with illness (Fever, cough or any other ailments) during examination days and unable to write the examination, then he / she can write in the Make-up examinations scheduled at the end of even semester(Make-up exam rules applicable as per the regulations)
30. Students need to adhere to the SoPs and guidelines given by the institution to keep themselves healthy and safe.

Best Wishes and Regards

#Stay Safe

#Stay Healthy


Controller of Examinations
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The National Institute of Engineering
MYSURU-570008

 08/01/21
Principal
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