



THE NATIONAL INSTITUTE OF ENGINEERING
(An Autonomous College, affiliated to the VTU)
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15.04.2021

Standard Operating Procedures for conduct of Offline Examinations

1. The Instructions, guidelines, and orders issued by the central, state governments and university concerning the conduct of examinations and safety and health are abided by our Institution.
2. Students are not suppose to travel, roam around or move out of their hostels until all examinations get completed.
3. Faculty, staff and students should get the thermal scan done and sanitize their hands at the entry point of the Examination Building.
4. Masks to be worn all the time by invigilators, staff and students in and out of the campus.
5. Students should not form groups before and after the examination sessions and maintain distance when communicating with each other.
6. Students can enter the examination hall after 1.30 pm onwards and settle down by 1.50 pm. Examination commences from 2.00 P.M
7. Should carry their IDENTITY CARDS and ADMISSION TICKETs to the examination Hall without fail.
8. Should carry their own drinking water bottles and a small sanitizer bottle for more safety.
9. Entire examination centre floors and walls, doors, wash rooms, gates, have been sanitized and will get sanitized after every examination session.

10. Wheel chairs at the examination centre will get sanitize after every use.
11. The students need to sanitize their hands before using the Attendance Sheet in the examination hall.
12. Students having symptoms of fever cough and cold will be made to sit in a separate room [Room No.314].
13. Students with Covid Positive, if willing to write the exam with no health issues can be seated in a separate [Room No.315.]
14. If a student is found COVID positive in between the examination days, then he/she will get 'I' Grade in those missed examinations. ('I' Grade rules applicable as per the regulations).
15. 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 Makeup Examinations scheduled at the end of Even Semester (Makeup exam rules for "absent" applicable as per the regulations) and if recovered early, can appear for the remaining examinations with covid-19 negative certificate.
16. Students, staff and faculty members need to adhere to the SoPs and guidelines given by the institution to keep themselves healthy and safe.

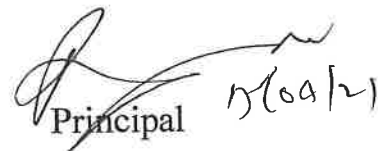
Best Wishes and Regards

Stay Safe

Stay Healthy



Controller of Examinations



Principal 15/09/21