

## **STANDARD OPERATING PROCEDURE (SOP)**



### **SOP's FOR PANJAB UNIVERSITY CHANDIGARH SEMESTER EXAMINATIONS TO BE HELD IN JULY 2020**

Keeping in view the unanticipated situation of spread of COVID-19 pandemic, the following guidelines to be adhered for the conduct of university examinations:-

1. Maximum candidate strength of each Centre will be 150 per session.
2. The duration of the examination will be of 2.00 hours.
3. One Asst. Supdt. will be deputed for every 15 students not withstanding to instruction of Book of Instructions page no. 45 para (46 b).
4. Wearing of face mask by teachers, staff and students is mandatory.
5. The Examination Staff/Candidate will be required to bring their own drinking water along with disposable glasses.
6. Examination Hall seating capacity will be utilized only to the extent 1/3<sup>rd</sup> of existing capacity.
7. It is mandatory to maintain social distance between every examinee be at least 4-6 feet.
8. Thermal Screening of every entrant in the Examination Hall/venue is mandatory. Thermal screening of Boys and Girls be done separately.
9. Sanitization of the Examination Hall/Rooms/Control Room/Furniture is mandatory before the commencement of examination of each session.
10. Availability of hand sanitizer at entry point as well as in the Room/Hall be ensured by the college authorities.
11. No candidates/Examination staff from Red Zone/ Containment Zone be allowed to enter in the Examinations Hall/Examinations Centers. It is advised not to put any official/employee on duty coming from Red Zone/Containment Zone.
12. Proper ventilation/lights/fans in the room be ensured.
13. Any staff member or student having any symptom of COVID-19 or undergoing Quarantine/isolation period should not be allowed to enter the examination centre under any circumstances.
14. Arogya Setu App may be download by every staff members put up on examination duty.
15. It is also allowed to appoint additional Assistant Superintendent to supervise COVID-19 protocol norms i.e. thermal screening, sanitization and any other additional assistance to examination staff. A summary note in this regard must be sent to the C.O.E. office on whatsapp group, session wise on prescribed proforma (to be provided).

- 16.No crowding at entry point and keep proper distance between each entrant.
- 17.The examination material must be handled by wearing disposable gloves by all the officials.
18. For any medical emergency medical assistance be readily available. Nearby medical centre details must be displayed in the control room.
- 19.Person above 65 years/age, pregnant woman and Physically Challenged person shall not be put on examination duty.

<p><b>STRICT PROHIBITION</b></p> <ul style="list-style-type: none"> <li>• <b>Tea/eatables/refreshment etc. in the examination centre and control room</b></li> <li>• <b>Spitting in open in and around examination venue</b></li> <li>• <b>Gossiping and group assembly of the students/staff</b></li> </ul>
--

<p><b>DO'S</b> </p> <ul style="list-style-type: none"> <li>■ <b>Wear mask</b></li> <li>■ <b>Sanitization of hands/repeated hand washing</b></li> <li>■ <b>Thermal screening</b></li> <li>■ <b>Social distance</b></li> <li>■ <b>Follow Govt. guidelines/norms/protocols</b></li> </ul>	<p><b>DONT'S</b> </p> <ul style="list-style-type: none"> <li>■ <b>Hand shaking</b></li> <li>■ <b>Spitting at public place</b></li> <li>■ <b>Gossip and assembly of 2 or more/crowding</b></li> <li>■ <b>Tea/eatables/refreshment</b></li> <li>■ <b>Entry from Red zone/ Containment zone entry</b></li> </ul>
---	--

For further co-ordination/assistance/information, contact

1. Sh. Rajesh Gupta, A.R. Conduct  
Office no. 0172-2541303  
Mobile no. 8872452225  
Email:- arconduct@pu.ac.in
2. Sh. Baljinder Singh, Superintendent, Conduct  
Office no. 0172-2534810  
Mobile no. 8427881144  
Email:- [osconduct3@pu.ac.in](mailto:osconduct3@pu.ac.in)  
cc: [coe@pu.ac.in](mailto:coe@pu.ac.in)

sd/-

Controller of Examinations