

**ANDHRA LOYOLA COLLEGE (AUTONOMOUS), VIJAYAWADA**  
**STANDARD OPERATING PROCEDURE FOR CONDUCTING 6<sup>TH</sup> SEMESTER-END EXAMS**  
**SEPTEMBER 14-23, 2020**

**Objective:** The objective is to conduct exams for the outgoing 3<sup>rd</sup> years smoothly by taking all the precautions.

**Deliberations:** The committee under the leadership of Fr. Principal met 3 times to chalk out plans to conduct the exams smoothly. The plans were afoot from the month of July 2020. The college was battle ready to conduct the exams in the first week of August. The committees were appointed and the meetings were held with the stakeholders such as both teaching and non-teaching staff. Finally, physical meeting was organized by the chief superintendent of exams who is the vice principal of the college.

What are the committees? Monitoring committee consisting of 38 senior staff to monitor the entry and exit of the students, Vice principals' committee to plan seating plan, invigilators, block in-charges and overall physical requirements such as acquiring sanitizer and machine to spray, cleaning of classrooms, and numbering, and Committee of CoE's office to oversee the supply of question papers and the rest.

**Tasks done:** The College purchased sanitizer (400 litres), infrared-thermometers (15 of them), Gloves (4000), Masks (2000), sanitizer dispensers (12), besides painted benches with yellow mark for the students to sit for exams. Regular meeting of Vice principals with Fr. Principal to take stock of the readiness to conduct exams. Seating arrangement was sent to the students on the 9<sup>th</sup> of September through WhatsApp groups and the instructions to students too are sent through both SMS and WhatsApp on 1<sup>st</sup> of September and again on the 12<sup>th</sup> of September. A meeting of the monitoring committee consisting of 38 senior staff with Chief Superintendent was held in a hall keeping social distance on the 10<sup>th</sup> September. The readiness to conduct the exams was monitored by the Principal on the 11<sup>th</sup> September with the Chief Superintendent. A separate meeting was held on the 11<sup>th</sup> of September with the non-teaching staff to discuss the tasks before them like dispensing sanitizer, taking the temperature, refer the sick ones for oximeter reading, guiding students to the classrooms, and the rest. One announcer in the person of Dr. Samuel Dayakar is dedicated for the purpose of disseminating information to the students and staff (both teaching and non-teaching).

**Mechanism of the conduct of exams:** Fr. Lourduraj SJ and Mr. Sairam (Vice Principals) will oversee the arrangements and Mr. Nagendra Prasad, Mr. D Praveen and Ms. Tabitha (Vice Principals) will oversee the 3 gates and report to Fr. Lourduraj SJ, Chief superintendent. The committees will report to Chief superintendent. The Chief superintendent will keep Fr. Principal informed about the developments from the time exams begin on the 14<sup>th</sup> September.

**Isolation Room:** Keeping in mind the latest instruction from the Union Health ministry, isolation room with four staff is arranged on the 11<sup>th</sup> of September. Student with mild fever will be segregated and they will take exam in the big hall provided for them. The seating capacity with social distance is 40.

**Instructions to Students**

1. **Wearing a mask** is mandatory
2. Bring only pens or needed stationery and carry your own sanitizers
3. Each student should **install Arogya Sethu app** and show it at the entrance
4. Get your lunch-box and hostellers will be served food at Hostel.
5. Bring your own water bottles.
6. No parent will be allowed into the campus

7. Students will not be allowed to leave the Hall till the exams are over
8. There won't be any notice board displaying the seating arrangements
9. **Seating arrangements will be sent to your mail or WhatsApp groups**
10. Any instruction will be given through Public Address System
11. Students are allowed into examination hall one and half hour before the commencement of exam
12. Students are not allowed to sit inside the campus as groups.
13. Students have to enter the campus from 3 Gates viz., Main gate, Auditorium gate and Engineering College gate to avoid groups
14. Students have to leave the campus immediately after their exam is over during the day

#### **Instructions to Invigilators**

1. Please **submit a letter** to the Controller of Exams that you are free from Covid-19 and **write down the temperature** shown on non-contact infrared thermometer.
2. Download **Arogya Sethu app** on your mobile
3. **Wear your mask at all times.** In case you need masks, please approach CoE or Vice Principal office
4. Please **collect your gloves** at CoE office. Gloves are used to distribute the answer sheets and also collect the same.
5. Please **maintain 2 meters distance** from students. Do not go close to the students
6. Any information will be given to you through Public Address System
7. Make sure that you **use sanitizers** time to time
8. Please bring your own water bottles. This is to avoid any contact with others.
9. Please bring your lunch boxes on exam days
10. Check your mobiles for the messages sent by CoE or VPO

#### **Instructions to Monitoring Committee members:**

1. All members should be present in the campus by 8 AM (FN) / 12 Noon (AN)
2. Timings – 8 AM – 10 AM & 12 Noon to 2 PM. Each member will be assigned 2 and half days duty
3. Non-Teaching staff will assist the monitoring committee
4. To maintain the discipline among students entering the campus and have to check the movement of students inside the campus
5. To monitor the students' entry into the campus with safety
  - a. Checking masks and other basic points
  - b. Whether students are following rules and regulations of the COVID 19
  - c. To identify the students with COVID symptoms, if any

#### **Instructions to Block in-charges:**

1. All members should be present in the campus by 9.30AM (FN) / 1.30 PM (AN)
2. Timings – 9.30 AM – 12 Noon & 1.30 PM to 4 PM. Each member will be assigned 2 and half a day duty
3. To handover the QPs and Answer Booklets to all invigilators in the examination rooms
4. To monitor the process of examinations in their corresponding blocks
5. To provide substitutions, if necessary, from the reserve invigilators

Note: The Five Vice Principals will make rounds to over see the conduct of exams besides other senior lecturers keeping social distance and taking all the precautions mentioned earlier.

**ALL THE BEST. MAY GOD PROTECT EVERY STAFF AND STUDENT FROM CORONA VIRUS.**

