



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

दिंडोरी रोड, म्हसळ, नाशिक-४२२००४ Dindori Road, Mhasrul, Nashik-422004

EPABX: 0253- 2539100/300, Ph.2539214/212/250/118/6659214/212/250/118

Email: preexam@muhs.ac.in coe@muhs.ac.in Website: www.muhs.ac.in

डॉ. अजित गजानन पाठक

एम.बी.बी.एस, एम.डी.(न्यायवैद्यकशास्त्र),

परीक्षा नियंत्रक

Dr. Ajit Gajanan Pathak

M.B.B.S., M.D.(Forensic Medicine)

Controller of Examinations

Outward No. MUHS/XP/6888/2021

Date: 20/09/2021

To,
The Dean/Principal,
MUHS Affiliated Health Sciences Colleges

Sub. : Guidelines For Conduct of Summer-2021 & Winter-2021 Examinations..

**Ref. : 1) Letter by University Grants Commission F.1-1/2020(Secy) dt. 08/07/2020
2) University letter No. MUHS/XP/2522/2021 dt. 28/05/2021**

Sir/Madam,

I am directed to inform you that, Standard Operating Procedure (SOP) for conduct of Summer-2021 & Winter-2021 examinations with respect to COVID-19 pandemic is attached herewith. This is based on University Grants Commission's Standard Operating Procedure for conduct of examinations during COVID-19 pandemic.

In order to avoid overcrowding and to maintain social distancing, students should be advised to report to the examination centre 45 minutes before the commencement of examination.

Students should not wear wrist watch and other items prohibited as per the examination rules.

In view of maintaining social distancing, it will not be possible for frisking of students before the commencement of examination. Thus, letter No. MUHS/XP-1/2026/2018 dated 31/10/2018 and the Notification No. 04/2019 dated 26/01/2019 shall not be in force for these examinations. Students shall not undergo frisking, even if he/she is wearing a dress which is not in confirmatory with the dress code of examinations. However, in such circumstances a special care must be taken by the examination staff to maintain sanctity of examination.

Extra care be taken for safety of students and staff during conduction of examinations.

Thanking you.



अजित गजानन पाठक

(Dr. Ajit G. Pathak)

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Encl. : As Above (Total pages 2)

Guidelines For Conduct of Summer-2021 & Winter- 2021 Examinations

Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the Central and State Governments concerning the opening of educational institutions and safety and health should be abided by the Universities and Colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examinations.
3. Entire examination centres floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required.
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point.
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
 - d. Exam functionary needs to wear the mask and gloves at all time.
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper sign ages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case institutes have more than one gate.



Guidelines For Conduct of Summer-2021 & Winter- 2021 Examinations

19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
24. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
25. Adequate arrangements for safe drinking water be made on the campus.
26. Adequate supply of water in toilets and for hand washing be ensured.
27. Dustbins must be cleaned and covered properly.
28. Proper sanitization of buses, other transport and official and vehicles of the institution.
29. **At the end of the day –**
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall:
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.
30. Maintain record of all exam functionaries
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc. will be maintained.

Annexure

SAMPLE SEATING PLAN

Col. 1	Col. 2	Col. 3	Col. 4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12



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