

DISTRICT ADMINISTRATION, SIRSA
DISTRICT DISASTER MANAGEMENT AUTHORITY
ORDER

No. 3533

/MA

Dated 04-07-2021

Whereas, vide order No. DMC-SPO-2020/5215 dated 02.05.2021, Haryana State Executive Committee had declared a lockdown from 03.05.2021 (05:00 AM onwards) to 10.05.2021 (till 05:00 AM) and vide order No. DMC-SPO-2020/5439 dated 09.05.2021, DMC-SPO-2020/3093 dated 16.05.2021, DMC-SPO/5761 dated 23.05.2021, DMC-SPO-2020/6008 dated 30.05.2021, DMC-SPO-6222 dated 06.06.2021, DMC-SPO-2020/6415 dated 13.06.2021, DMC-SPO-2020/6642 dated 20.06.2021 and subsequent order No. DMC-SPO-2020/6864 dated 27.06.2021, the same was extended as "**Mahamari Alert-Surakshit Haryana**" (महामारी अलर्ट-सुरक्षित हरियाणा) from 10.05.2021 (05:00 AM onwards) to 17.05.2021 (till 05:00 AM); 17.05.2021 (05:00 AM onwards) to 24.05.2021 (till 05:00 AM); 24.05.2021 (05:00 AM onwards) to 31.05.2021 (till 5:00 AM); 31.05.2021 (05:00 AM onwards) to 07.06.2021 (till 05:00 AM); 07.06.2021 (05:00 AM onwards) to 14.06.2021 (till 05:00 AM); 14.06.2021 (05:00 AM onwards) to 21.06.2021 (till 05:00 AM onwards); 21.06.2021 (05:00 AM onwards) to 28.06.2021 (till 05:00 AM) and further from 28.06.2021 (05:00 AM onwards) to 05.07.2021 (till 05:00 AM) in the State of Haryana alongwith the guidelines to be implemented during the period respectively;

Now, after duly considering the fact although the Covid-19 positivity rate and the number of new Covid-19 positive cases have declined, so as to continue the preventive and the precautionary measures to contain the Covid-19 pandemic, the Chief Secretary to Govt. Haryana-cum-Chairperson, Haryana State Executive Committee, in exercise of the powers conferred under section 22(2)(h) of the Disaster Management Act, 2005, has extended the "**Mahamari Alert-Surakshit Haryana**" (महामारी अलर्ट-सुरक्षित हरियाणा) vide order No. DMC-SPO-2020/7199 dated 04.07.2021 for another one week i.e. from 05.07.2021 (05:00 AM onwards) to 12.07.2021 (till 5:00 AM) in the State of Haryana alongwith the guidelines to be implemented (during this period) issued earlier vide order dated 02.05.2021 (DMC-SPO/2020/5215) and modified subsequently vide orders dated 09.05.2021 (DMC-SPO/2020/5439).

The Institute of Chartered Accountants is allowed to hold "Chartered Accountant Examination" from 05.07.2021 to 20.07.2021. While conducting the same, "*Guidelines for Examination Centres, Examination functionaries and candidates for July, 2021 CA Examinations in wake of ongoing pandemic COVID-19*" (Annexure "A") released by the Institute of Chartered Accountants of India along with "*Revised SOP issued by the Ministry of Health & Family Welfare dated 10.09.2020 regarding preventive measures to be followed to contain spread of COVID-19*" (Annexure "B") shall be strictly followed.

It has also been decided to allow the Common Entrance Exam (CEE) to be held at Hisar by the Army Recruiting Office, Military Station Hisar subject to strict observance of Social Distancing norms, Sanitization and COVID-19 appropriate behavioral norms.

In pursuance to above referred instructions/directions and in exercise of the powers conferred under the Disaster Management Act, 2005, the undersigned in the capacity of Ex-Officio Chairman, District Disaster Management Authority, hereby extends the "**Mahamari Alert-Surakshit Haryana**" (महामारी अलर्ट-सुरक्षित हरियाणा) imposed vide this office order No. 3430/MA dated 27.06.2021, for another one week i.e. from 05.07.2021 (05:00 AM onwards) to 12.07.2021 (till 5:00 AM) in district Sirsa with the directions that the guidelines already communicated vide this office endst. dated 03.05.2021 and modified subsequently vide this office endst. dated 10.05.2021 should be strictly adhered to during this period.

However, the following relaxations shall continue as permitted vide earlier order:-

- a) All Shops are allowed to open from 09:00 AM to 08:00 PM
- b) Malls are allowed to open from 10:00 AM to 08:00 PM.
- c) Restaurants and bars (including in hotels and in Malls) are allowed to open from 10:00 AM to 10:00 PM with 50% of the seating capacity and adopting requisite social distancing norms,

regular sanitization and Covid-19 appropriate behavioral norms. Home delivery from hotels, restaurants and fast food joints is permitted upto 10:00 PM.

- d) Religious places are allowed to open with 50 persons at one time with the condition that they shall follow requisite social distancing norms, regular sanitization and Covid-19 appropriate behavioral norms.
- e) Corporate offices are permitted to open with full attendance subject to strict observance of social distancing norms, Covid-19 appropriate behavioral norms and regular sanitization.
- f) Gathering in weddings, Funerals/Cremations are allowed upto 50 persons subject to strict observance of COVID-19 appropriate behavioral norms and social distancing. However, weddings can take place at places other than Home and Courts also. No movement of 'Barat' procession will be allowed.
- g) In open spaces, gatherings will be allowed with ceiling of 50 persons subject to strict observance of COVID-19 appropriate behavioral norms and social distancing.
- h) Club houses/restaurants/bars of the Golf Courses are allowed to open with 50% seating capacity from 10:00 AM to 10:00 PM with adherence to requisite social distancing and other COVID-19 appropriate safety norms. Members/visitors shall be allowed to play in Golf Courses by the management in a staggered manner so as to avoid overcrowding.
- i) Gyms are allowed to open from 06:00 AM to 08:00 PM with 50% capacity after adopting requisite social distancing norms, regular sanitization and Covid-19 appropriate behavioral norms.
- j) All Production units, establishments, Industries are permitted to function. However, they shall strictly adhere to Covid-19 appropriate and prescribed guidelines, behavioral norms and social distancing.
- k) Sports Complexes, Stadia are permitted to open only for sports activities including for outdoor sports activities except contact sports (Spectators will not be allowed). District Sports & Youth Affairs Officer Sirsa shall ensure adherence of requisite social distancing norms, regular sanitization of the premises and Covid-19 appropriate behavioral norms.
- l) Swimming pools and Spas shall remain closed.
- m) University Campuses are allowed to open for Research Scholars, practical classes in laboratories and remedial classes/Doubt classes by adopting requisite social distancing norms, regular sanitization and COVID-19 appropriate behavioral norms.

Superintendent of Police, Sirsa; all Sub Divisional Magistrates/Incident Commanders in district Sirsa and all concerned departments/stakeholders shall ensure strict enforcement of these guidelines/directions/ instructions.

All Sub Divisional Magistrates/Incident Commanders shall be responsible to carry out patrolling within their jurisdictions with Police force. All other line departments & officers/officials will work under the directions of concerned SDM/IC.

These directions/guidelines will come into force with immediate effect and will remain in force till further directions/instructions.

Any person violating these containment measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable.

DIPRO shall extend wide publicity through all mode of communication for the information of public at large.

4th July, 2021


Deputy Commissioner-cum-
Ex-officio Chairman, D.D.M.A.,
Sirsa

Endst. No. 3534 /MA Dated:- 04.07.2021

A copy is forwarded to the following for information and action, wherever necessary:

1. The Chief Secretary to Govt. Haryana, Chandigarh

2. The Financial Commissioner Revenue & Additional Chief Secretary to Govt. Haryana, Revenue, Disaster Management & Consolidation Department, Chandigarh
3. The Additional Chief Secretary to Govt. Haryana, Home Department, Chandigarh
4. The Additional Chief Secretary to Govt. Haryana, Health & Family Welfare Department, Chandigarh
5. The Additional Chief Secretary to Govt. Haryana, Urban Local Bodies Department, Chandigarh
6. Commissioner, Hisar Division, Hisar
7. Inspector General of Police, Hisar Range Hisar
8. Vice Chancellor, Ch. Devi Lal University, Sirsa
9. All the Deputy Commissioners in Haryana
10. Superintendent of Police, Sirsa
11. District Municipal Commissioner, Sirsa
12. Addl. Deputy Commissioner, Sirsa
13. Sub Divisional Magistrate, Sirsa/Dabwali/Ellenabad/Kalanwali
14. Estate Officer, HSVP, Sirsa
15. MLA Sirsa/Dabwali/Kalanwali
16. PS to Hon'ble Power Minister, Haryana, Chandigarh
17. PA to M.P. Sirsa
18. Secretary, RTA, Sirsa
19. Superintending Engineer, DHBVN/PHE Circle, Sirsa
20. General Manager, BSNL, Sirsa
21. Chief Lead Distt. Manager, PNB, Sirsa
22. DRO, Sirsa
23. DDPO, Sirsa
24. Civil Surgeon, Sirsa/Dy. Civil Surgeon (NHM), Sirsa
25. District Excise & Taxation Commissioner (Sales Tax/Excise), Sirsa
26. Dy. Director, D.I.C., Sirsa
27. Distt. Programme Officer, WCD, Sirsa
28. Asstt. Director, MSME, Sirsa
29. D.F.S.C./DM HAFED/DM HWC/AM FCI Sirsa
30. XEN, BSNL, Sirsa
31. General Manager, Hr. Roadways, Sirsa
32. Chief Lead Distt. Manager, PNB, Sirsa
33. DIPRO, Sirsa for wide publicity
34. District Surveillance Officer, Sirsa
35. Distt. Marketing Enforcement Officer, Sirsa
36. A.G.M. Milk Plant, Sirsa
37. Sr. Drugs/Drugs Control Officer, Sirsa
38. All Tehsildars/NTs/BDPOs in district Sirsa
39. All Executive Officers/Secretaries of all ULBs in distt. Sirsa
40. All Secretaries of Market Committees in distt. Sirsa
41. D.I.O, NIC, Sirsa
42. All HoDs in distt. Sirsa
43. Assistant Labour Commissioner, Sirsa
44. PA/DC


Deputy Commissioner-cum-
Ex-officio Chairman, D.D.M.A.,
Sirsa



Guidelines for Examination Centres, Examination functionaries and Candidates for July 2021 CA Examinations in wake of ongoing pandemic Novel Corona Virus (Covid-19). The Attachments here to cover 3 guidelines:-

- (a) Guidelines for Examination Centres**
- (b) Guidelines for Centre Superintendents and Observers**
- (c) Guidelines for Candidates**

GENERAL GUIDELINES

ICAI is taking all possible measures for safe and secure conduct of CA Examinations scheduled to be held in July 2021. ICAI has already increased the examinations to cover additional 192 districts of the country to facilitate candidates to not to travel beyond their district to the extent possible. ICAI will also implement adequate Social Distancing measures in current scenario of Covid-19 to ensure health and safety of our candidates. Adequate measures are being taken for the safety of all without compromising the high standards, sanctity and fairness in the conduct of the examination.

1. Standard Operating Procedures (SOPs) for implementing safety precautions and for maintaining required standard of hygiene shall be followed.
2. Before commencement of the examination, seating areas shall be adequately sanitized. All door handles, staircase railing, etc. shall be disinfected. Candidates, if so desired, may further sanitize the seating area with his/her own hand sanitizers; and may also carry face shield, hand gloves, etc. for additional protection as per their choice.
3. Adequate gap as per norms between two seats shall be maintained.
4. Thermo scanning for temperature check of examination functionaries/candidates shall be done at the entry.
5. Hand sanitizer would be made available at the entry and inside the exam venue at prominent places for candidates and centre staff to use.
6. Candidates shall be allowed to carry the following items inside the examination hall –
 - Mask on Face (Compulsory), Face Shield (Optional)
 - Gloves on hand (Optional)
 - Personal transparent water bottle
 - Personal small hand sanitizer
 - Exam related items/documents as instructed (Calculators, stationery items, Admit Card, Photo ID card, etc.)

A. Guidelines for Examination Centres

The following guidelines are issued and will be necessarily followed by all ICAI Examination centres in addition to the applicable guidelines for them issued by the Government of India/ State Governments. The Exam centres shall make sure that they fulfill the requirements stated below at all times during the period of CA examination in July 2021:

1. All the staff on examination duty shall wear Gloves and Masks for their safety and that of others during the examination exercise.
2. While the candidate have been asked to wear their own mask, carry their own water bottle and also carry 50/100 ml sanitizers bottle; the examination centres shall ensure that superintendent shall keep masks for the candidate(s) who report to require face mask or in case of malfunctioning of mask during appearance for examinations. Also, Hand Sanitizer at the venue entry and inside the examination centres shall be made available in sufficient quantity on prominent places on all the days during the conduct of examinations.
3. The exam centre shall ensure that deep sanitization of the examination rooms, common areas and washroom to ensure safety and hygiene every day after the conclusion of the examination is done so that safety requirements are met for the next day of examinations.
4. Sufficient quantity of liquid handwash/soap shall be made available in washrooms for washing of hands.
5. The exam centres shall deploy sufficient number of thermo guns for temperature check of candidates and all staff on duty at the entry point. Those candidates/staff who are not coming with the prescribed temperature limit be asked not to enter inside the venue and where such candidates are being refused entry inside the hall, their details shall be entered in the attendance register.
6. While the candidate will carry their own water bottle, the Centre will also make sure the availability of packaged water bottle at sufficient number of locations.
7. The examination centre shall provide additional notice boards, display signages etc. for guidance of candidate / staff to display the location of rooms/sitting plan at appropriate places for the help of candidates.
8. The examination centres shall identify their different wings of the premises separately highlighting them as Wing A, B and so on. Each wing shall be a standalone examination centre. There shall be separate entry to each wing to an extent possible.
9. The exam centres shall deploy adequate staff at the entry point so that there is no crowd gathering and due social distancing is maintained.

10. The attention of the examination centre is also drawn to the guidelines issued for the centre superintendent as also for the candidates forming attachment to instant communication to give a total integrated bird eye view of the SOPs / guidelines at the ICAI exam centre.
11. While the admit card will be printed online, the candidates have to give their consent to follow the various guidelines issued by the Governmental authorities as also the ICAI by way of an undertaking. They shall also undertake that they are appearing in this examination with the full consent and permission of their parents/ guardian.
12. The exit of the candidates from 5.00 pm onwards has to be planned in such a way that the exit is allowed on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap difference between exit of candidates of two rooms.
13. All examination staff shall carry **No Risk status** in Aarogya Setu App installed in their Mobile.
14. As an exception due to COVID -19 precautions, candidates will be allowed to leave the examination centre from 4:00 PM onwards and the entry to the examination centre shall be allowed from 1.00 PM onwards for July 2021 Examination.

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(B) Guidelines for Centre Superintendents and Observers

Centre Superintendents must ensure that following guidelines are strictly followed during the days of conduct of July 2021 CA Examinations at the examination centre/hall: -

1. Centre Superintendents should ensure that Examination Centre (Examination halls/rooms, washrooms, entrance, furniture, equipment, stationery to be used, kitchens, canteen, and common area) must be properly sanitized prior to and on the days of conduct of CA examinations. All examination staff shall carry, **No Risk status** in Aarogya Setu App installed in their Mobile.
2. Entry gate(s) of the examination centre must be opened at least one hour before the scheduled time of commencement of examination.
3. Proper/ Adequate social distancing as per MHA guidelines must be maintained among the candidates and functionaries both outside and in the examination Centre.
4. Each candidate and examination functionary must be subjected to thermal scanning for body temperature and hand sanitization at the time of entry to the Examination Centre. Wearing of face mask is mandatory for examination functionaries and candidates both at entrance and during conduct of examination. However, at the time of entry and confirmation of identity; the examination candidates while signing of attendance sheet, are required to remove their face mask.
5. To make arrangements for hand sanitizers for use by officials and candidate at the centre. To also make arrangement for spare masks use by candidate in case of need.
6. Exam Centres have been asked to ensure that hand sanitizers with dispensers are placed at the entrance of examination hall, washrooms etc.
7. In case Invigilator is required to help a candidate to resolve any issue, he will be needed to sanitize his hands before and afterwards (without removing gloves).
8. Washroom will be kept clean and sanitized at all times.
9. Candidates are not allowed to take inside the examination hall bags, mobile phone, smart watch, written material/books, electronic/IT gadgets or equipment capable of being used as communication/ copying device. Arrangements for informing this provision to candidates and safe keeping of these materials, if any is to be made at the examination Centre. Any infringement of these instructions will entail disciplinary actions against the candidate concerned.
10. Proper / Adequate Social distancing must be maintained among the candidates while appearing for examinations as per guidelines issued by the Government of

India. Physical distancing / social distancing to be ensured while planning the seating plan.

11. Display Signages and markings for enforcing physical/social distancing and safety protocols at adequate places.
12. All candidates and examination staff to arrive at examination centre wearing a face mask and continue wearing it all through examination, especially when in examination hall.
13. Actions to be taken as per the Protocol defined in case of detection of a suspected case of COVID-19. They be asked to exit the exam premises.
14. Sufficient provision of drinking water in 250 ml disposable plastic bottles at room temperature to be made.
15. The attention of the centre superintendent and observers is also drawn to the guideline issued in respect of centres as also guidelines issued in respect of candidates so that the observer / superintendent do have full details of do's and don'ts which are to be compulsorily observed by all set of people who are entering in the examination centres.
16. The examination centres shall identify their different wing of the premises separately highlighting them as Wing A, B and so on to the extent possible.
17. Keeping in view of the general conditions; the candidates who have completed their paper before time may be allowed to exit from 4.00 PM onwards.
18. Entry time for the examination centre shall be one hour before start of exam and candidates may come to examination centre in such a way that they report centre not before one hour before start of exam.
19. While the admit card will be printed online the candidates have to give consent to follow various guidelines issued by the Governmental authorities as also by the ICAI. They shall also undertake that they are appearing in this examination with the full consent and permission their parents/guardian.
20. The exit of the candidates from 5.00 pm onwards has to be planned in such a way that the exit is allowed on the basis of room-wise occupancies to ensure that exit is in a staggered manner by keeping appropriate time gap between exit of candidates of two rooms.
21. Observers shall visit the examination centre one day before the commencement of the exam to ensure that proper arrangements relating exam particularly for sanitization of the centre, masks, sanitizers, thermo scanning and the entry to different wings A & B are made by the centre as per these guidelines and confirmed to Head Office about compliance.

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C. Guidelines for examination candidates (examinee/students)

Candidates are required to strictly adhere to the guidelines and process for Social Distancing and hygiene to ensure safety and health of their own and fellow candidates.

1. Candidate to check reporting/entry time at Centre given in the Admit Card and to reach centre as per reporting time only to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. All candidates must ensure before reaching the examination centre that they do not have any symptom or suffering from COVID-19 disease.
3. Candidates need to maintain social distancing from each other at all the time.
4. The candidates must ensure to report at the Examination Hall not before 1.00 PM wearing face mask and carry with them exam related items and documents. They may carry a transparent bottle of drinking water and 50/100 ML bottle of hand sanitizer and admit card. Candidates will not be allowed to carry their mobile phones, smart watch, other electronic gadgets, books & written materials and bags inside the examination halls.
5. At the entrance, the candidates shall be subject to thermal temperature scanning and sanitization of hands. Candidates and other functionaries having body temperature of more than the prescribed limit will not be allowed entry in the examination centre. However, their record will be maintained.
6. Candidates shall continue to wear face mask and shall remove the same only at the time of their personal identification and signing of the attendance register. In case of mal functioning of their mask, candidate may contact the room invigilator who will provide mask to such candidates.
7. Candidates shall seek permission of hall/room invigilators for use of washrooms and shall sanitize their hands on coming out of the washroom with the sanitizer made available by the centre outside the washroom.
8. The candidates should bring their personal water bottles and keep the same on the bench(seat).
9. All candidates are advised to carry a small transparent bottle of hand sanitizer for their use within the examination hall/ room.
10. All candidates are advised to co-operate with the examination functionaries for adherence to the COVID 19 and other guidelines during conduct of examinations.
11. All candidates are advised to bring their own pen, pencil, scale, calculators, water bottle etc. as borrowing / lending / exchange of the same in the examination hall is strictly prohibited.
12. On completion of the examination, the candidates will be permitted to move out in an orderly manner one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.

13. The gloves and masks should be disposed in a pedal push covered bin at the examination centre and outside the examination room/hall only.
14. Required distance will be maintained without crowding anywhere at all times.
15. Candidates shall make sure that they come to the centre well in time and do not clog the outside road if they are coming in their own vehicle which should be parked at appropriate places.
16. Keeping in view the general conditions; the candidates who have completed their paper in time will be allowed to exit Exam Centre from 4.00 PM onwards.
17. While the admit card will be printed online the candidates have to give consent to follow various guidelines issued by the Governmental authorities as also the ICAI. In case a candidate is minor; he/she must undertake that he/she is appearing in this examination with the consent and permission of his/her parents/guardian by way of filling up of format which candidate can get while printing of his/her Admit Card and submit/deposit the said undertaking/format, duly signed by his/her parents/guardian, at the room/hall of the Examination centre.
18. All candidates must ensure entry in the examination centre wearing mask all the time, however the centres are advised to keep stock of masks, sanitizers and water bottles to be provided to the candidates in case of need.
19. General Instructions related to CA Examinations must be adhered to by the candidate.

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10th September, 2020

**Government of India
Ministry of Health & Family Welfare**

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by large number of students (as well as their parents) and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. All Universities/Educational Institutions/Examination Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations

- i. Only those examination centers which are outside the containment zone shall be allowed to function. Staff/examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.
- ii. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

- iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
- iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.
- v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.
- vi. Students should also be given prior information on what they should carry, which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.
- vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.
- viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
- x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) Transportation to and from the examination center

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) Entry and exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

- iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.
- v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.
- vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- vii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.
- ix. Bags/books/mobiles should not be allowed in the examination center.
- x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.
- xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- xii. On completion of exam, the candidates should be permitted to move out in an orderly manner

d) Special precautions for high risk individuals

- i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.
- ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

e) Movement within the examination center, seating arrangement including conduct of examination

- i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- ii. Provision of wheelchairs, if warranted, should be ensured and these should be disinfected regularly.
- iii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
- iv. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.
- v. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
- vi. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.

- vii. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
- viii. Use of spit/saliva for counting/distributing sheets shall not be allowed.
- ix. Sharing of personal belongings/stationery shall not be allowed.
- x. For online/computer based examination, the systems shall be disinfected using alcohol wipes before and after conduct of examination.
- xi. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.
- xii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.

f) Sanitation and Hygiene

- i. Examination hall and other common areas shall be sanitized each time before and after examination.
- ii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.
- iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

g) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

- i. Place the ill person in a room or area where they are isolated from others.
- ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- iii. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- iv. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- v. Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.