

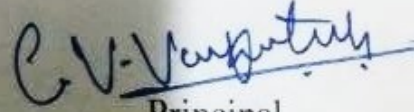
Notification

Sub: Standard operating procedures (SOPs) to be followed by the students during the October 2020 Supplementary SEE for Odd and Even semester backlog courses.

General instructions as per UGC/AICTE/VTU guide lines

- 1) The Supplementary SEE will be conducted in the **Offline mode (pen & Paper)** for all the semester backlog courses of odd & even semester students. Students must report to college 60 minutes before start of examination in order to facilitate thermal scanning, hand sanitization by maintaining social distancing.
- 2) Students are requested to follow the **FINAL Supplementary SEE** time table dated 01/10/2020 which is uploaded in the college website.
- 3) The Question papers of backlog courses shall have normal choice and normal duration as per the applicable scheme.
- 4) Students for any grievances and enquiries Regarding stay the students are requested to contact **Dr. K P Ravikumar**, Dean Student Affairs, Ph.7892301196 and **Prof. G Manjunath** Ph.9448220636, Boys hostel warden and **Prof. Nectu**, Ph. 9739942483, ladies hostel warden.
- 5) Students must carry their **admission tickets and college ID** at all times as it will additionally serve as pass for movement in restricted areas.
- 6) The admission tickets for all the students will be made available in the contineo software in the MCE parent portal (mceparent.contineo.in). Hard copy of admission ticket is mandatory for attending SEE. Room allotments of SEE will be available in college web site.
- 7) In Case the students failing to download a copy of hall ticket they can contact Mr. Shankar Ph.9844830145 and Mr. Ramesh Ph. 9964037120 of the examination section.
- 8) Exam halls will be sanitized after every session of exam. Seating arrangement of students will be only one per bench with proper social distance maintained between the candidates.
- 9) Students must wear a fresh mask and hand gloves at all times and locations while they are in the campus. They can also carry small water bottles and hand sanitizers, however they must not share things like calculator, pen, eraser, water, sanitizer etc. inside the examination hall.
- 10) If a student has symptoms of fever, cough and/or cold, they must request the college one day in advance, to make seating arrangement in a separate room. This will ensure the safety of your fellow students and staff. In case of such students, they will be asked to write exam in separate halls.
- 11) Students must ensure physical distancing at locations such as Notice board area, canteens, entrance lobbies or other locations.
- 12) Enter and exit college premises and exam hall in an orderly fashion and maintain adequate physical distance at all times. Do not crowd or gather in larger numbers. The students at any time should not communicate with each other inside the premises before or after the exam.
- 13) The students should leave the examination premises immediately after the completion of the exam. Those students breaking the standard operating norms will be punished and will be barred from future examinations.


Dean (Examinations)


Principal

Copy to:- i) Principals' table for information ii) Dean SA, iii) Dean AA, iv) Exam Section
v) Boys Hostel warden vi) Girls Hostel warden vii) Mr. Vinod to upload College Website