

MALNAD COLLEGE OF ENGINEERING, HASSAN

MCE/Dean (Exams)/2021

Date: 22.07.2021

Standard Operating Procedures(SOPs) Circular for students

In view of the Upcoming **OFFLINE SEE July/Aug 2021**, the following regulations have to be followed by the students. The examinations will be conducted as per the SOPs of VTU, UGC and Government of Karnataka. The institution assures that the student safety will be taken in all terms and request to cooperate in conducting the SEE smoothly.

- Every student coming to the SEE should wear a mask and gloves compulsorily before entering the college gate.
- The hall tickets downloaded earlier in the month of April from the contineo is valid.
- The student should be present 90 minutes before the start of the SEE; this will help in maintaining the social distance. Any student violating social distancing will be discouraged to enter the college campus.
- The student should show Hall ticket and preferably Vaccination certificate or a RTPCR COVID-19 negative Certificate before entering the college gate.
- The student will first undergo thermal scanning and then sanitization will be done.
- The parking of vehicles should be done at the right side of the main gate i.e. near basket ball court.
- In case of any student having cough, cold and fever Covid symptoms the student should report to the task force members present at the entrance gate and they will be accommodated to write the SEE in a separate room.
- Also the student should **submit one copy of Vaccination certificate or a RTPCR COVID-19 negative Certificate** on the **first day of examination** to the room superintendent. In case of any forgery of documents found by room superintendent, the student will be debarred from the current semester SEE.
- The student should carry copy of Vaccination certificate or a RTPCR COVID-19 negative Certificate for all the exam sessions.
- The student can keep a small water bottle of drinking water and no exchange of pen, pencil, eraser etc is allowed inside the examination hall.
- The students are requested to go out of the campus immediately by maintaining social distancing after the end of Examination within 10 minutes.
- All the rooms used for examination will be sanitized every session and also the transport vehicles will be sanitized.



Dean Examinations


Principal