



महर्षि दयानन्द वोकेशनल ट्रेनिंग इंस्टीट्यूट इंडिया Maharishi Dayanand Vocational Training Institute India

(An ISO : 9001:2015 Certified Organization)
Regd. Under CR- Act 1957, Ministry of HRD Govt. of India.
A Member of QCI (Membership No:-CROP/EDU/6255/2019-20)

Ref. No.-MDVTII/DECEMBER/2020/004
2020

Date: December 24 ,

NOTICE

SOP on preventive measures to be followed while conducting examinations to contain spread of COVID19

This is in continuation of order no.- MDVTII/DECEMBER/2020/004 dated December 24, 2020.

Examination centres are frequented by a 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. Physical distancing of at least 6 feet to be followed as far as feasible.
2. Use of face covers/masks to be made mandatory.
3. Spitting shall be strictly prohibited.
- 4 . Installation & use of Aarogya Setu App shall be advised to all, as far as feasible
5. 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 Online or shall arrange for taking exam at a later date for such students
6. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
7. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
8. If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.
9. Only asymptomatic staff and students shall be allowed inside the examination hall.
10. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding



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11. Bags/books/mobiles should not be allowed in the examination center.
12. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.
13. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
14. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.
15. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.
16. Examination hall and other common areas shall be sanitized each time before and after examination.
17. The guidelines/ advisory by the local administration for the COVID 19 must be followed by every examination centre.
18. **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. The examinees exhibiting symptoms and willing to give the examination, may be allowed to take examination by shifting the candidate to a separate isolation room.
 - iv. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - v. 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.
 - vi. 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. Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by the Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.



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Note: If the above rules are not followed at any examination center, then they will be responsible for the conditions arising themselves. MDVTI INDIA can also take legal action at such centers

If you have any query/feedback regarding this notification, you may reach us via email at info@mdvtiindia.org or Call us at 9696-906-907 (Between 10:00 AM- 06:00 PM on all working days)

Thanks,



Regards,
Management
MDVTI INDIA