



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref. No: GTU/Guidelines/Winter/2020/9327

Date: 23-12-2020

Circular

Guidelines for Exam Center and Students for Winter 2020 University

Theory Examination

- Instructions, guidelines and orders issued by the central and state government concerning the safety & health should be abided.
- Proper guidelines as prescribed by Government regarding Mask, Social Distancing and Sanitizer should be implemented at each Exam center. Thermal screening, wearing of face mask, sanitizing hand etc. should be ensured to ensure health & safety of all stakeholders in the current scenario of COVID-19.
- Adequate measures should be implemented for the safety of all without compromising the high standards, sanctity, and fairness in conduct of the examination.
- Adequate arrangements of thermal gun, sanitizers, facemasks, and hand gloves at all entry and exit points should be done by exam center.
- Sanitizer bottles should be arranged at the entry of each classroom used as examination block.
- Students should report to allocated exam center one hour before the commencement of examination.
- Exam center should start the entry of students one hour before the commencement of examination.
- At the time of entry, Students should avoid crowding at the entrance of the exam center and should maintain social distancing.
- Exam center should ensure that students are seated at distance of two meters from one another.
- In exam center maximum 15 students are allocated in each block. Each block may contain students of different subject code(s).
- Students are required to strictly adhere to instructions provided by exam center staff.
- Seating area for students should be thoroughly sanitized (desk and chair) after every exam session.



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- Sanitization of whole building which is used for conducting exam should be done before and in between two exam sessions.
- Staff/Faculty residing in micro containment zone should not be called at Exam center.
- Exam center should measure temperature of each Student/Faculty/Staff member by using thermal gun at the entrance gate only. If it is found that any Student/Faculty/Staff member is having fever then he/she should not be allowed in the Exam center.
- Staff and students present in the exam center should compulsory wear mask. Those not wearing mask should not be allowed to enter inside the Exam center.
- Entire Exam center floors, walls, doors and gates should be sprayed with disinfectant.
- All washrooms should be cleaned and disinfected.
- All door handles, staircase railing, lift buttons, etc. should be disinfected.
- Wheelchairs at the Exam center should be disinfected.
- Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
- Proper signage, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
- Downloading of 'Aarogya Setu' application is advised for every staff and student of the exam center.
- Avoid crowding at entry and exit points. Senior staff should monitor the entry and exit.
- Open all the entry and exit gates.
- Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
- Students should be asked to sanitize their hands before and after signing the Form 1.
- Adequate supply of water in toilets and for hand washing should be ensured.
- Liquid hand wash bottles should be made available in rest rooms.
- Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
- Adequate arrangements for safe drinking water should be made.



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- Dustbins must be cleaned and covered properly.
- Proper sanitization of buses and other vehicles of the exam center should be done.
- Students are advised to locate the examination center at least a day prior to the examination, so that they can reach the center on time for the examination.
- Students are allowed to bring sanitizer in a small transparent bottle only.
- Students/Faculty members/Staff members are strongly advised to carry their own drinking water in a transparent bottle only.
- On completion of the exam, the students should be permitted to move out in an orderly manner – one student at a time. Students should wait for instructions from the Junior Supervisor and should not get up from their seats until advised.
- Center in-charge duty should be performed by Principal only except in case of any unavoidable circumstances.
- University representative can visit any of the exam center to check whether guidelines mentioned in this Circular have been fulfilled.

All the Institutes are hereby informed to convey this Circular to its all Faculties, Staff members and Students.


Registrar