

## **Standard Operating procedure for conduct of Examinations in Nowgong College Centre**

1. Admit/Identity cards issued to the students will be treated as a pass for the movement of students.
2. Entire examination centre floors and walls, doors, gates, will be sprayed with disinfectant.
3. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
4. Sanitizer bottles will be arranged at the entry gate, examination rooms, staff/observer room, etc.
5. All liquid hand wash bottles will be replenished in restrooms and entry gate whenever required
6. Candidate Seating Area will be thoroughly sanitized (desk and the chair) after every session.
7. All door handles, staircase railing etc. will be disinfected.
8. Wheelchairs present at the examination centres, will be disinfected.
9. All the trash bins will be cleaned.
10. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
  - a. Exam functionary must submit self-declaration about health status.
  - b. Thermo gun temperature check must be done at staff entrance point
  - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately.
  - d. Exam functionary needs to wear the mask and gloves at all time.
11. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
12. Proper signages, symbols, posters etc. will be displayed at appropriate place to maintain social distancing.
23. Adequate supply of water in toilets and for hand washing be ensured.
24. Dustbins will be cleaned and covered properly.

25. At the end of the day-

a. Used gloves and masks will be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall :

b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority

26. Maintain record of all exam functionaries

a. Record of all exam functionaries will be maintained in the system for future reference and traceability.

b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Security Guards, etc will be maintained.

Sd/-  
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