



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

IGU/COE/No./2020/ 375

Dated.- 19.08.2020

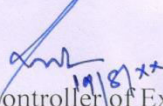
To

1. All the Chairperson(UTD)
Indira Gandhi University
Meerpur Rewari
2. All the Directors/ Principal
Affiliated colleges to
IGU Meerpur Rewari

Sub: The terminal semester exam of all UG/PG (Regular/Re-Appear/Improvement) classes through offline conventional mode.

On the subject cited it is being brought to the kind notice of all concerned that IGU Meerpur is holding terminal semester exam of all PG/UG through offline conventional mode. The date sheet for the said exam has been posted on University website. All the concerned are further requested to strictly abide by the SOPs annexed and convey to the students about the duration of examination and number of question to be attempted.

Your sincere co-operation in conduct of examination shall be highly acknowledged and appreciated.


Dy. Controller of Examination
IGU Meerpur, Rewari.

STANDARD OPERATING PROCEDURE (SOP)

SOP's FOR INDIRA GANDHI UNIVERSITY, MEERPUR REWARI SEMESTER EXAMINATIONS TO BE HELD IN Aug./Sept- 2020

IGU/COE/2020/374

Dated: 19/08/2020.

Keeping in view the unanticipated situation of COVID-19 pandemic, the following guidelines to be adhered to for the conduct of university examinations:-

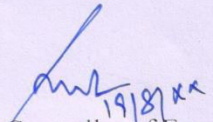
1. The duration of the examination will be of 2.00 hours for UG and 03.00 hours for LLB, B. Pharmacy, BHMCT, and PG courses.
2. For UG students shall be required to attempt four question in all (one compulsory + any three) and for PG, five question in all (One compulsory + any four).
3. Wearing of face mask by teachers, staff and students is mandatory.
4. The Examination Staff/Candidate will be required to bring their own drinking water.
5. It is mandatory to maintain physical distance between every examinee by at least 4-6 feet.
6. Thermal Screening of every entrant in the Examination Hall/venue is mandatory. Thermal screening of Boys and Girls be done separately.
7. Sanitization of the Examination Hall/Room/Control Room/Furniture is mandatory before the commencement of examination of each session.
8. Availability of hand sanitizer at entry point as well as in the Room/Hall be ensured by the college/Deptt. Authorities.
9. Proper ventilation/lights/fans in the room be ensured.
10. Any staff member or student having any symptom of COVID-19 or undergoing Quarantine/isolation period should be allowed to take the examination centre in separate room..
11. Arogya Setu App may be downloaded by every staff member put up on examination duty.
12. It is also allowed to appoint additional Assistant Superintendent to supervise Covid-19 protocol norms i.e. thermal screening, sanitization and any other additional assistance to examination staff. A summary note in this regard must be sent to the C.O.E office.
13. No crowding at entry point and keep proper distance between each entrant.
14. The examination material must be handled by wearing disposable gloves by all the officials.

15. For any medical emergency medical assistance be readily available. Nearby medical centre details must be displayed in the control room.
16. Person above 60 years/age, pregnant women and physically challenged person shall not be put on examination duty.

STRICT PROHIBITION

- Tea/eatables/refreshment etc. in the examination centre and control room
- Spitting in open in and around examination venue
- Gossiping and group assembly of the students/staff

DO's ✓	DON'T's ✗
<ul style="list-style-type: none">▪ Wear mask▪ Sanitization of hands/repeated hand washing▪ Thermal screening▪ Social distance▪ Follow govt. guidelines/ norms/ protocols	<ul style="list-style-type: none">▪ Hand shaking▪ Spitting at public place▪ Gossip and assembly of 2 or more/crowding▪ Tea/eatables/refreshment▪ Entry from Red zone/ Containment zone entry


19/8/22
Dy. Controller of Examination
IGU Meerpur, Rewari.