



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

F.No.-CUSB/Acad./ 6-2/2017/1317

Date :. 29.12.2020

NOTIFICATION

Standard Operating Procedure (SOP) for conduct of End -Term Examinations for the students of odd semester (July-December 2020) in offline mode

It is hereby informed to all concerned that the End-Term Examination of Odd Semester (July-December 2020) shall commence from 30th December 2020 in offline mode as already notified vide the University Notice F. No. CUSB/Acad/6-15/2017/1211 dated 08.12.2020. The examination time-table of different programmes/courses has also been notified on dated 15.12.2020 & 22.12.2020 (revised for Bio-informatics). In view of above, the following Standard Operating Procedure (SOP) is issued for strict compliance by all concerned:-

General preventive measures for COVID-19

1) Following preventive measures are to be followed by all students, faculty members and other employees at all times:-

- i. All the students, faculty members and other employees of the University shall be allowed to enter in the campus only after thermal screening, sanitization of their hand, wearing of face mask on entry point.
- ii. Physical distancing of at least 6 feet should be strictly followed by the examinees, invigilators and other staff involved in the examinations.
- iii. Wearing face mask is a must at all times at all places in the campus. Face mask should be big enough to cover the both nose and mouth of the person.
- iv. Students should carry their own sanitizer and face mask during the examinations.
- v. Respiratory etiquette should be followed strictly. This involves strict practice of covering mouth and nose while sneezing with a tissue / handkerchief / flexed elbow and disposing of used tissue papers properly.
- vi. Spitting shall be strictly prohibited.
- vii. Installation and use of "Arogya Setu App" is advised.
- viii. Persons with COVID-19 like symptoms shall not be allowed in the campus of the University.
- ix. There will be adequate isolation arrangement for isolating any person who is found symptomatic during examinations.
- x. The examination hall and other common areas shall be sanitized each time before and after conduct of examinations.
- xi. Effective and frequent sanitization of lavatories, drinking and hand washing areas installed in the premises shall be maintained.



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- xii. Regular sanitization of frequently touched surfaces like door nobs, staircase railing, lift button, washroom taps shall be made in all examination halls and other common areas.
- xiii. Adequate arrangement of Safe drinking water preferably with disposal glasses shall be made in the examination halls.
- xiv. All trash / dust bins will be emptied and thoroughly disinfected at regular intervals.
- xv. Proper signages, symbols, posters will be prominently displayed at all important places to remind the students, faculty and staff for maintaining physical distancing.
- xvi. Security Officer with the help of Security Inspector and Caretakers of respective buildings shall ensure the thermal screening of students and employees at each entry points, compliance of guidelines regarding wearing of mask and social distancing in the campus and proper sanitization of the buildings.

Seating Arrangement

- i. Keeping in view the physical distancing norms, maximum numbers of rooms and examinations hall should be used to ensure proper seating arrangement.
- ii. Seating arrangement shall not be displayed at doors or any entry points of the building to avoid crowding.
- iii. In order to ensure physical distancing at the examination halls, the students will be seated as per seating plan only.
- iv. Invigilators shall be present at entry point of their classroom to ensure social distancing and avoid overcrowding at entry point and shall also ensure that no student without mask is appearing in the examination.

Guidelines for Hostels and Mess facility

- i. Single seated hostel room facility will be provided to desirous students who have applied for the same and deposited the requisite amount. One student only in each room shall be allowed to stay in hostel during the complete examination.
- ii. The rooms will be allotted two days before the commencement of their examination to those students who registered for this and paid online fee.
- iii. Students must vacate their rooms within 24 hours after completion of their examination as after sanitization the same rooms shall be allotted to students coming for examination in the next phase.
- iv. Meals in the hostel will be served in small batches to avoid crowding and time slot shall be fixed for small groups. Mess timing will be increased so that limited number of students may assemble in dining hall at any point of time for Boys and Girls Hostellers.
- v. Hostel warden and Chief Warden under the supervision of DSW shall ensure the compliance of the guidelines regarding social distancing, wearing of mask, proper cleaning and sanitization of hostels with the help of Caretakers of respective hostels.



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Preparation related to Health Centre and Psychological Counselling

- i. Thermal Scanning of all students at the main Gate & at the main entrance of both hostels shall be done. In case of relevant symptoms (like fever, running nose, dry cough, breathlessness, loss of smell or taste, unexplained profound generalised weakness) the student shall be shifted to the isolation room by the ambulance. Subsequently the suspected student(s) shall be sent to the dedicated hospital for the COVID test.
 - In case test result comes positive, the student shall be admitted to the dedicated hospital till retesting comes negative.
 - In case test result comes negative the student will come to the university/hostel in ambulance and shall be kept in isolation room till becomes symptom(s) free and the relevant medications will be kept/dispensed in the respective room. If feasible he/she may write his/her examination paper from the isolation room.
- ii. In case who is COVID negative (residing in isolation room) develops breathlessness then he/she shall be immediately shifted to the dedicated hospital by the ambulance for the further treatment.
- iii. The Health Centre of the University will be active at the campus with ambulance facility in case of emergency.
- iv. It shall be mandatory for every student to undergo thermal scanning twice daily (morning and evening) by the hostel attendant/security personnel. In case of hyperpyrexia (body temperature $\geq 100^{\circ}\text{F}$) the same shall be conveyed to the medical officer/health care staff.
- v. In case of suspicious case, the health care worker/ambulance driver/attendant shall take universal precaution (PPE Kit and Face Shield)
- vi. The Health Centre will provide only the first aid and for the subsequent treatment, the person will be referred to the dedicated hospital for the purpose.
- vii. The student may consult the members of Mental Health and Wellbeing Centre of Central University of South Bihar in case of anxiety, stress and fear.
- viii. The Medical Officer of CUSB shall ensure the guidelines given for health centre to be followed strictly.
- ix. Head of Department of Psychological Sciences shall provide the counselling to the students as per need.


Col. Rajiv Kumar Singh
Registrar