

**KARIMGANJ COLLEGE
KARIMGANJ**

NOTICE

1. It is for information of all the students who will be appearing 6th Sem.(Non-CBCS) examination 2020 through offline mode that they need to read and follow the important instructions issued by Assam University, Silchar.
2. Students appearing examination through online and offline mode are asked to find revised programme TDC (Non-CBCS) Examination schedule (Arts, Science and Commerce) 2020.
3. Students are asked to find Revised SOP on Preventive measures to be followed while conducting examinations to contain spread of COVID-19 issued by Govt. of India, Ministry of Health & Family Welfare.
4. Students are further asked to check updates of Assam University examination website www.ausexamination.ac.in regularly for any update.
5. Students will have to download the undertaking from the website of the college and produce the same before taking entry inside the college campus at the time of examination.


Principal
KARIMGANJ COLLEGE



ASSAM UNIVERSITY : SILCHAR
EXAMINATION DEPARTMENT

NOTIFICATION

IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING OFFLINE EXAMINATIONS

1. All instructions/ directives/ advisories issued by Government of India, Government of Assam and District Administration are to be strictly followed.
2. The Revised SOP on preventive measures to be followed while conducting examination to contain spread of COVID-19 issued by Ministry of Health and Family Welfare, Government of India on 10-09-2020 (copy enclosed) should be strictly followed by all concerned.
3. All candidates should wear face covers/masks mandatorily, maintain physical distancing of at least 6 feet ,and practice frequent hand washing with soap (for at least 40-60 seconds). Use of alcohol-based hand-sanitizers (for at least 20 seconds) should be made wherever feasible. Respiratory etiquette as per above SOP should be strictly followed. Spitting shall be strictly prohibited.
4. Self-monitoring of health by all and reporting any illness at the earliest
5. Installation and use of Arogya Setu App by students is desirable
6. Students should come to examination centre 30 minutes before commencement of examination.
7. No candidate shall be permitted to enter after the Gate Closing Time.
8. No candidate shall be permitted to leave the Examination Room/ Hall before the end of the examination.
9. On completion of the examination, please wait for instructions from Invigilator and do not get up from your seat until advised. The candidates will be permitted to move out one at a time only.
10. All candidates are required to download and carefully read the Instructions and Advisory for COVID-19 given with the Admit Card and strictly adhere to them.
11. **Self Declaration (Undertaking) form regarding COVID-19, “Important instruction for candidates” and “Advisory for candidates regarding COVID-19”**. The candidate has to download all the pages.
12. Candidates are suggested to visit the examination venue, a day in advance to see the arrangements at the centre, so that they do not face any problem on the day of examination.
13. **No Candidate shall be allowed to enter the Examination Centre, without Admit Card and Valid ID Proof..**
14. **Candidates are advised to carry only the following items with them into the examination venue:**
 - a) **Admit Card** downloaded from the Assam University examination website www.ausexamination.ac.in
 - b) **Undertaking (a clear printout on A4 size paper) duly filled in.**
 - c) **Pen, pencil etc**
 - d) **Personal hand sanitizer (50 ml)**
 - e) **Personal water bottle**
15. Before reaching the Centre, the candidates must enter required details in the Undertaking in legible handwriting, put their signature and paste the Photograph at the appropriate place.

16. Candidates are **NOT allowed** to carry any personal belongings including electronic devices, mobile phone and other banned/ prohibited items. Examination Officials will not be responsible for safe keep of personal belongings..
17. No Candidate should adopt any unfair means or indulge in any unfair examination practices at the examination centers.
18. Candidates are advised to check updates on **Assam University examination website** www.ausexamination.ac.in regularly for any update. They should also check their mailbox on the registered E-mail address and SMS in their registered Mobile No. for latest updates and information.



Controller of Examinations

No. AUE/TDC/EVEN/2020

Date : 23/09/2020

Copy to :

1. P.S. to VC-Chancellor for kind information of the Vice Chancellor
2. Principles of all affiliated / permitted colleges under AUS
3. Registrar/Finance Officer/Director, CDC/Librarian, AUS Silchar
4. System Analyst, Exam, with a request to upload the same in the website.



Controller of Examinations

**UNDERTAKING TO BE SUBMITTED BY STUDENTS APPEARING
OFFLINE EXAMINATIONS**

I,, son/daughter of.....
resident of, do hereby, declare the following:

1. That, I have read the Instructions, Guidelines and relevant orders pertaining to COVID-19 pandemic. I have read Information Bulletin, Instructions and Notices related to this examination available on the website 'www.ausexamination.ac.in'
2. I have not
 - a) suffered in the last 14 days (please tick , wherever it is applicable to you, otherwise leave blank): the following flu-like symptoms:
Fever: Cough: Breathlessness: Sore throat/ Runny Nose: Body ache:
Others- Please specify:
 - b) been in close contact with a confirmed case of the COVID-19. ('Close contact' means being at less than one meter for more than 15 minutes.)
 - c) been in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine.
3. I have read the detailed "IMPORTANT INSTRUCTIONS for CANDIDATES APPEARING OFFLINE EXAMINATIONS" and the "Revised SOP on Preventive Measures issued by Ministry of Health and family Welfare, Government of India dated 10-09-2020" and I undertake to abide by the same, failing which I shall be liable to be disqualified for the examination.

Candidate Signature

The above undertaking has to be filled up in advance before reaching the centre, except candidate signature which has to be done in the presence of invigilator.

REVISED PROGRAMME
TDC (NON-CBCS) EXAMINATION SCHEDULE
(ARTS, SCIENCE & COMMERCE)

	9 AM – 11 AM	12 Noon- 2 PM	3 PM- 5 PM
29-09-2020 Tuesday	Chemistry- 601 Statistics -601 Commerce -602 BVOC -601	Political Science-601	Ecology & Evs Sc- 201 Sanskrit- 201 Arabic- 201 Persian-201
30-09-2020 Wednesday	Bengali - 601 Hindi-601 Assamese-601, English- 601 Manipuri-601, Bodo-601	Sanskrit- 601 Arabic- 601 Persian-601 Ecology & Evs Sc -601 Computer Science-601 Biotechnology -601 Fish & Fisheries- 601	Statistics -401 Fish & Fisheries -401 Philosophy -401 B VOC -401
01-10-2020 Thursday	Education -601 Botany -601 Physics -601 B VOC- 602	Anthropology -601 Commerce -603	Philosophy 201
03-10-2020 Saturday	FCES -601 (For Arts)	Sociology- 201 Geology -201 BVOC -201	Bengali- 201 Hindi-201 Assamese-201, English-201 Manipuri-201, Bodo-201 FCES-601 (For Science/ Commerce/ BBA/BCA)
05-10-2020 Monday	Philosophy- 601	Geology -601 Sociology -601 Mass Com -601 Commerce- 604	Biotechnology -201 Computer Science -201 Fish & Fisheries -201 Anthropology -201
06-10-2020 Tuesday	Economics -601	Commerce -202 B VOC -202	Geology -401 Sociology -401 Anthropology -401
07-10-2020 Wednesday	ENGG -201 BBA BCA	Education -401 Computer Science -401 Ecology & Evs Sc-401 Mass Com -401 B VOC – 402	Economics -201 Physics -201 Botany -201
08-10-2020 Thursday	Mathematics -601 Geography -601 Zoology -601 B VOC -603	Sanskrit- 401 Arabic- 401 Persian-401 Biotechnology -401 Commerce -402	Bengali- 401 Hindi-401 Assamese-401, English-401 Manipuri-401, Bodo-401
09-10-2020 Friday	MIL -401 (Arts, Science & Commerce)	BCML -401 History -401 B VOC – 403	Mass Com -201 Mathematics -201 Geography -201 Commerce -203
10-10-2020 Saturday	Political science -401	Commerce -403 Chemistry -401	History -201 Zoology – 201 Commerce -204 B VOC -203
12-10-2020 Monday	Economics -401	Physics -401 Botany -401 Commerce -404	Political science -201 Statistics -201
13-10-2020 Tuesday	Mathematics- 401 Geography -401 Zoology – 401	History- 601	Chemistry -201 Education -201
14-10-2020 Wednesday	Honours -601		Honours -201
15-10-2020 Thursday	Honours- 401		Honours -202
16-10-2020 Friday	Honours -602		Honours -203
17-10-2020 Saturday	Honours- 402		Honours- 403
19-10-2020 Monday	Honours -603		

**THE DETAIL REVISED PROGRAMME FOR
BCA (BACHELOR OF COMPUTER SCIENCE)
BBA (BACHELOR OF BUSINESS ADMINISTRATION)**

	9 AM – 11 AM	12 Noon- 2 PM	3 PM- 5 PM
29-09-2020 Tuesday		BCAC -601 BBAE-601	
30-09-2020 Wednesday	BCAC -602 BBAE- 602		BCAC -201 BBAE -201
01-10-2020 Thursday			BCAC- 401 BBAE -401
03-10-2020 Saturday	BCAC -202 BBAE -202		FCES -601 (BBA/BCA)
05-10-2020 Monday	BCAC- 603 BBAE -603		BCAC -402 BBAE-402
06-10-2020 Tuesday			BCAC- 203 BBAE-203
07-10-2020 Wednesday	ENGG -201 BBA BCA		
08-10-2020 Thursday	Mathematics -601 (BCA)		BCAC- 403 BBAE- 403
09-10-2020 Friday	MIL -401	BCML -401	Mathematics- 201
13-10-2020 Tuesday	Mathematics- 401		BBAE-204 EBCA-201
14-10-2020 Wednesday	BBAE- 604 EBCA- 601		BBAE- 404
15-10-2020 Thursday	BBAE- 605 EBCA -401		BBAE- 205

- Classical Languages: Sanskrit



Controller of Examinations

No. AU EC/TDC-1/2020

Date : 23.09.2020

Copy forwarded for information and necessary action to :

1. The PS to the Vice-Chancellor, AUS, Silchar
2. Pro Vice-Chancellor, AUS & AU Diphu Campus.
3. Principals of all affiliated / permitted college / Officer-in-charge of all TDC Examination centres.
4. Registrar / Finance Officer / CDC, AUS, Silchar
5. Secretary, AIU, New Delhi
6. Secretary to the Govt. Of Assam, Education Department, Dispur / Director of Higher Education, Govt. Of Assam, Kahilipara, Guwahati
7. Dy. Commissioner of District / Sub-Divisional Officers of Sub-Divisions under AUS Jurisdiction.
8. Treasury Officer of 4 District / Officer-in-Charge, Police Stations attached with TDC Examination Centres under AUS jurisdiction.
9. The Controller of Examinations, Assam Higher Secondary Education Council, Guwahati
10. The Chairman, Board of Under-Graduate studies, AUS, Silchar
11. All Officers of Assam University, Silchar
12. System Analyst for uploading the programme in the Assam University website.
13. News Editor, All India Radio / Doordarshan, Editor of all local dailies with a request to broadcast/telecast / publish this as an news item.
14. Notice Board, Assam University, Silchar.



Controller of Examinations

Government of India
Ministry of Health & Family Welfare

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by 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. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. All Universities/Educational Institutions/Examination Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations

- i. 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 other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.
- ii. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

- iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
- iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.
- v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.
- vi. Students should also be given prior information on what they should carry, which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.
- vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.
- viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
- x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) Transportation to and from the examination center

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) Entry and exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

- iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.
- v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.
- vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- vii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.
- ix. Bags/books/mobiles should not be allowed in the examination center.
- x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.
- xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- xii. On completion of exam, the candidates should be permitted to move out in an orderly manner

d) Special precautions for high risk individuals

- i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.
- ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

e) Movement within the examination center, seating arrangement including conduct of examination

- i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- ii. Provision of wheelchairs, if warranted, should be ensured and these should be disinfected regularly.
- iii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
- iv. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.
- v. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
- vi. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.

- vii. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
- viii. Use of spit/saliva for counting/distributing sheets shall not be allowed.
- ix. Sharing of personal belongings/stationery shall not be allowed.
- x. For online/computer based examination, the systems shall be disinfected using alcohol wipes before and after conduct of examination.
- xi. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.
- xii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.

f) Sanitation and Hygiene

- i. Examination hall and other common areas shall be sanitized each time before and after examination.
- ii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.
- iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

g) 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. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- iv. 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.
- v. 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. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.