



**VASAVI COLLEGE OF ENGINEERING**  
(Autonomous)

**Accredited by NAAC with A<sup>++</sup> Grade**

(Sponsored by Vasavi Academy of Education)

(Affiliated to Osmania University & Approved by A.I.C.T.E)

**9-5-81, Ibrahimbagh, HYDERABAD-500 031, TELANGANA India**

www.vce.ac.in

**CIRCULAR**

Date: 03.03.2021

**Dear Students,**

I am sure all of you are utilizing your time qualitatively & participating in the various academic initiatives taken by the college and faculty. Please note the following arrangements have been made in the college in connection with the conduct of On-campus lab classwork, CIE and SEE for BE –I Semester.

**I. COVID-19 Safety precautions taken:**

- Arrangements have been made to utilize 50% of the actual seating capacity in the classrooms and laboratories for conduct of lab classes and in the examination halls for the conduct of CIE & SEE.
- All the staff have been instructed to wear face masks & hand gloves and shall maintain physical distance.
- **Sanitization of the examination halls:**  
Examination halls will be sanitized by a Professional Agency regularly as a part of COVID-19 safety measures.
- Thermal screening has been arranged at the entrance.

**II. Transport arrangements through college buses :**

Arrangements have been made to provide transport facility on the days of On-campus lab classwork, internal tests and SEE (Theory & Lab) scheduled as per the timetables issued, using college buses within the city for the **students who have already opted and paid transport charges for the months of March & April, 2021**. These buses will run only with 50% of the actual seating capacity in order to ensure the COVID-19 safety measures during the above mentioned schedules given for SEE – Theory Examinations.

Such students can contact the DSW through phone No(s): 040-23146097/ 9246201050 during 10.00 a.m. to 4.00 p.m. for complete details on the bus routes, timings & tariff.

• **Sanitization of the buses:**

The buses will be sanitized regularly by a Professional Agency as a part of COVID-19 safety measures.

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### III. Submission and collection of text books under Book-Lending Scheme(BLS):

In view of the forthcoming SEE for the BE – I semester and to provide the textbooks to the BLS (Book-Lending Scheme) opted students as well as not collected so far from the college library, the following schedule is planned for collection of the textbooks:

S. No.	Student pursued BE program during the Academic year 2020-2021	Dates on which they should
		Collection of text books
1	BE- I Semester	I Sem- Text Books shall be collected on 08.03.2021 for CSE, Civil & ECE branches On 09-03-2021/ 22-03-2021 for EEE, Mech & IT branches

### IV. STANDARD OPERATING PROCEDURE FOR THE STUDENTS APPEARING FOR SEE

- All students are required to strictly adhere to the Instructions and Advisory given for Covid-19 in the college campus for attending the On-campus lab classwork, CIE and SEE.
- The student must reach the college as per the Reporting/Entry time as indicated here under: for attending the On-campus lab classwork and Lab SEE

Session	Reporting time for thermal screening	Gates Closing Time
I	9.15 a.m. to 09.30 a.m.	09.40 a.m.
II	11.15 a.m. to 11.30 a.m.	11.40 a.m.
III	1.50 p.m. to 02.10 p.m.	2.20 p.m.

- The student must reach the college as per the Reporting/Entry time as indicated here under: for attending SEE Theory.

SEE Session	Reporting time for thermal screening	Gates Closing Time
Afternoon	1.45 p.m. to 02.20 p.m.	02.30 p.m.

- No student will be permitted to enter the college after the Gate Closing Time.
- Students are advised not to interact with each other or any other person during the lab classwork examinations and maintain a Physical distancing from each other at all times. The distance between two students in the seating arrangements will be maintained as per guidelines.
- No student shall be permitted to leave the Examination Room/Hall within 1.00 Hr. of the commencement of the examination.
- All the students shall have to show Declaration forms-by student and parent and a filled-in Self Declaration Form (Undertaking) at the time of entering into the college at the Security Gate regarding COVID-19(Copies are enclosed herewith).
- Students should maintain physical distancing throughout the lab classwork/ examination duration and should not form groups outside as well as within the college premises.
- Students experiencing symptoms of cough, cold, fever etc.,/under home quarantine/isolation have tested COVID-19 positive, are advised to appear for lab classwork/ examinations as and when conducted by the college with submission of a representation to the Principal.
- No student would be allowed to enter the Examination Centre, without Hall Ticket, College ID Card, Undertaking.

11. **Students are advised to carry the following items only with them into the examination hall:**
- a) Hall Ticket along with Self Declaration (Undertaking) downloaded from the college website (a clear printout on A4 size paper) duly filled in.
  - b) Personal transparent water bottle.
  - c) Personal hand sanitizer
  - d) Mask and gloves
  - e) Scientific Calculator and other required Drawing instruments.
  - f) Exchange of items in the Examination Halls are strictly prohibited.
12. Student must wear the face mask and hand gloves throughout the time when he/she is in the campus.
13. The student has to put his/her signature on the undertaking on the day of examination in the presence of the invigilator in the examination Room/Hall and hand it over to invigilator.
14. Students are NOT allowed to carry any personal belongings including electronic devices, mobile phone and any other electronic Gadgets, Bluetooth Devices etc., to the Examination Centre. Examination Officials will not be responsible for safe keep of personal belongings and there will be no such facility.
15. Students are advised to follow the Dress Code. Shoes/footwear with thick soles, any kind of wrist watch, and garments with large buttons are NOT permitted.
16. On completion of the examination, students must hand over the Answer Booklet to the invigilator and take away only the Question paper and other stationery items with them.
17. Students should not adopt any unfair means or indulge in any unfair examination practices. All the examination halls are under CCTV surveillance.
18. Students are required to bring Pen, Pencil, Eraser, Sharpener, Scientific Calculator and any Drawing instruments required for the examination.
19. No student is permitted to wait anywhere in the college except in the allotted examination Hall/Room.
20. On completion of the examination, students must wait for instructions from invigilator and not get up from their seat until advised. The students will be permitted to move out only one at a time.



**Principal**

Date :

To  
The Principal  
Vasavi College of Engineering (A)  
Ibrahimbagh,Hyderabad-500 031

Respected Sir,

**Sub : Submission of declaration form – Reg.**

I state that I will follow the given guidelines without fail in the campus to prevent COVID-19:

1. I will maintain social distancing in classroom, laboratories, library, canteen and other places in the campus.
2. I will maintain hygienic conditions by regularly/frequently cleaning my hands, eyes etc..
3. I will wear proper sanitized face mask regularly.
4. I will cooperate with my friends, faculty, non-teaching staff and administration in the campus to maintain good environment and health.
5. I will carry my own sanitizer with me.

Name of the student :   
B.E – I Semester

Roll No. :

Mobile No. :

**Signature of the student**

Forwarded to the Principal

**Signature of the HoD**

Date :

To  
The Principal  
Vasavi College of Engineering (A)  
Ibrahimbagh,Hyderabad-500 031

Respected Sir,

**Sub : Submission of declaration form – Reg.**

Name of the student :   
B.E – I Semester

Name of the parent :

Mobile No. of the parent :

Roll No. :

Mobile No. of the student :

I/We am/are the parent(s) of the above student studying in your College, are aware of the guidelines to be followed by my/our ward due to COVID-19. I/We will cooperate with staff/administration of the College and are responsible of my/our ward. This undertaking is submitted on our own and either College staff/administration/are not responsible.

**Signature(s) of the Parent(s)**

**Names : 1) \_\_\_\_\_ 2) \_\_\_\_\_**

Forwarded to the Principal

**Signature of the HoD**

**VASAVI COLLEGE OF ENGINEERING, HYD-31**

College Copy

Dear Students,

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms

**Self-Declaration by the student**

**Cough : Yes/No      Fever : Yes/No**

**Cold /Running Nose : Yes/No; Breathing Problem : Yes/No**

I hereby declare that I have NOT tested Positive for the Corona Virus nor identified as a potential carrier of the COVID-19.

**Student name:** \_\_\_\_\_

**Student Hall Ticket No. :** \_\_\_\_\_

**Date of Exam :** \_\_\_\_\_

**Examination Centre Name :** \_\_\_\_\_

**Signature of the student :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**VASAVI COLLEGE OF ENGINEERING, HYD-31**

Student Copy

Dear Students,

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