



VASAVI COLLEGE OF ENGINEERING

(AUTONOMOUS)

ACCREDITED BY NAAC WITH 'A++' GRADE

(Sponsored by Vasavi Academy of Education.)

Affiliated to Osmania University, Hyderabad & Approved by A.I.C.T.E

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

CIRCULAR

Date : 12-09-2022

Dear Students,

Please note the following arrangements have been made in the college in connection with the conduct of SEE (Offline Mode) for BE–II Semester (Main) & I Semester(Supplementary).

**MOBILE PHONES ARE STRICTLY PROHIBITED
INTO THE EXAMINATION HALLS**

**STUDENT SHOULD DEPOSIT THE MOBILE PHONES
IN THE SECURITY OFFICE**

I. COVID Safety precautions taken:

- All the staff have been instructed to wear face masks and shall maintain physical distance.

Sanitization of the examination halls:

- Examination halls will be sanitized regularly during the examination days.

Thermal screening has been arranged at the entrance.

Transport Arrangements: College buses have been arranged for the students who have already paid the college bus fee in the year 2021-22 as per the following during the examination days.

- For BE- II Semesters Exams : a) Departure time at the starting point – 08.00 a.m.
b) Departure time at the college(after the exam) – 01.15 p.m.

II. STANDARD OPERATING PROCEDURE FOR THE STUDENTS APPEARING FOR SEE

1. All students are required to strictly adhere to the safety Instructions and Advisory with respective Covid-19 Pandemic.
2. The student must reach the college as per the Reporting/Entry time as indicated here under:

SEE Session	Reporting time for thermal screening	Gates Closing Time
Forenoon	9.15 a.m. to 9.45 a.m.	10.00 a.m.
Afternoon	1.30 p.m. to 1.45 p.m.	02.00 p.m.

3. No student will be permitted to enter the college without mask and after the Gate Closing Time.
4. Students are advised not to move in groups and maintain Physical distance from each other at all places.
5. No student shall be permitted to leave the Examination Room/Hall within 1.00 Hr. of the commencement of the examination.
6. All the students shall have to show a filled-in Self Declaration Form (Undertaking) at the time of entering into the college at the Security Gate regarding COVID (Copy is enclosed herewith).
7. Students should maintain physical distancing throughout the examination duration and should not form groups outside as well as within the college premises.
8. Students experiencing symptoms of cough, cold, fever etc.,/under home quarantine/isolation **OR** have tested COVID positive, are advised to appear for examinations as and when conducted by the college with submission of a representation to the Principal. **But, for that purpose the said students have to once again register and pay examination fee to appear for the exams as per the dates prescribed in the subsequent exam notification.**

Contd..(2)

9. a) No student would be allowed to enter the Examination Centre, without Hall Ticket, College ID Card, Undertaking.
- b) Students should note that provision is made near the Ground floor of **PIM building** to deposit their belongings i.e., Text books, notes and bags etc., and a separate provision is made to deposit the mobile phones in the college Security Office. After depositing books / mobile phones they should collect a token from them as a proof and it was should be shown at the time of collecting them back. However, students are advised **not to** bring costly Mobile phones / Electronic Gadgets to the college during the examination days.
- In case any student carry the bags upto the examination halls will be viewed very seriously and fine will be levied.
10. **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 clear printout on A4 size paper) duly filled.
- b) Personal transparent water bottle.
- c) Personal hand sanitizer
- d) Mask and gloves
- e) Scientific Calculator and other required drawing instruments.
- f) Exchange of any items in the Examination Halls are strictly prohibited.
11. Student must wear the face mask throughout the time when he/she is in the campus.
12. 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 Halls.
13. 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.
14. 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.
15. Students should not adopt any unfair means or indulge in any unfair examination practices. All the examination halls are under CCTV surveillance.
16. Students should note that they will be permitted to go to the wash rooms / toilets for a brief time (i.e., for 3 to 5 minutes) that too one after one from any examination hall only during the period from 10.30 am. To 12.30 pm.
17. students are specially instructed not to discuss / adopt any unfair means or indulge in any unfair examination practices at the time of leaving the hall for wash room purpose.
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