



## VASAVI COLLEGE OF ENGINEERING

(Autonomous)

(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: 14.12.2020

**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.

**Following are the details for conduct of SEE :**

**I. Schedule for conduct of SEE:**

It is decided to conduct SEE of BE –II, IV & VI Semesters and ME/M.Tech – II semesters (Main) of the academic year 2019-2020 and BE –III, V & VII Semesters and ME/M.Tech – III semesters (Main) of the academic year 2020-2021 as per the following schedule:

- BE II, IV & VI Semesters of 2019-2020- SEE- Theory from 30.12.2020 to 22.01.2021 through Offline Mode.
- M.E/M.Tech II-Semester of 2019-20 : SEE Theory from 04.01.2021 to 22.01.2021 through offline mode.
- BE II, IV & VI Semesters of 2019-2020- SEE Labs from 24.01.2021 to 28.01.2021 (The details will be notified later).
- BE III, V & VII Semesters of 2020-2021 – SEE Theory from 15.02.2021 to 06.03.2021 through offline mode.
- M.E/M.Tech III Semester of 2020-21 : SEE Theory from 15.02.2021 to 18.02.2021 through offline mode.
- BE III, V & VII Semesters of 2020-2021- SEE Labs from 08.03.2021 to 12.03.2021 (The details will be notified later).

**COVID-19 Safety precautions taken:**

- Arrangements have been made to utilize 50% of the actual seating capacity in the examination halls for the conduct of SEE.
- All the staff have been instructed to wear face masks and hand gloves and shall maintain 6 Ft. physical distance.

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- **Sanitization of the examination halls:**

Examination halls will be sanitized by a Professional Agency both in the forenoon and in the afternoon every day before the commencement of the examination 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 examinations 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 academic year 2019-2020 either for private buses OR TSRTC Exclusive buses. 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.

The students who had not opted/subscribed for the college buses, can now avail the transport facility on payment of separate tariff/charges prescribed by the college.

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 by a Professional Agency before / after every trip as a part of COVID-19 safety measures.

## **III. Temporary Hostel facility (Accommodation and Food ) for outstation students:**

The college has taken initiatives to facilitate temporary Hostel facility (Accommodation and Food) for outstation students through newly setup hostels located approximately 1.5 km distance from the college (close to Narsingi) in collaboration with M/s. ISTHARA Student Living for the students who need a temporary hostel facility. The details are as follows:

- a) Rs.250/- per day towards accommodation, Food and other amenities
- b) Website : <https://studentliving.isthara.com> and college website: vce.ac.in
- c) Contact Details : Ms. Anjani, Mobile No: 7673940490; Ms Rapture, Mobile No: 7893198777

Interested students and their parents can physically visit the hostel facility and make advance reservation, in case they want to avail temporary hostel accommodation being provided by M/s. ISTHARA STUDENT LIVING.

M/s. ISTHARA STUDENT LIVING has assured that the required COVID-19 safety measures will be taken in the hostel, particularly in the rooms, toilets, dining hall etc..

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

During the Academic Year 2020-2021, due to COVID-19 prevailing situations, majority of the students who have taken the textbooks under BLS Scheme did not return the textbooks pertaining to the academic year 2019-2020 and also did not collect the textbooks pertaining to the academic year 2020-2021. Because of this, college is not in a position to issue the textbooks to all the students who have opted BLS.

In view of the forthcoming SEE for both Even and Odd Semesters and to provide the textbooks to the BLS opted students, the following schedule is planned for return and collection of the textbooks: Hence, it is decided that every student who had opted for BLS should mandatorily follow the following schedule:

Sl. No.	Student pursued BE program during the Academic year 2019-2020	Dates on which they should	
		Return of the text books	Collection of text books
1	BE- II Semester	I Sem-Text Books shall be returned on 30.12.2020	III Sem- Text Books shall be collected on 19.01.2021 / 21.01.2021
2	BE- IV Semester	III Sem-Text Books shall be returned on 31.12.2020	V Sem- Text Books shall be collected on 22.01.2021
3	BE- VI Semester	V Sem-Text Books shall be returned on 30.12.2020	VII Sem- Text Books shall be collected on 21.01.2021

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

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

SEE Session	Reporting time for thermal screening (Please refer to the Branch-wise schedule enclosed herewith)	Gates Closing Time
Forenoon	9.30 a.m. to 10.15 a.m.	10.30 a.m.
Afternoon	1.30 p.m. to 2.15 p.m.	2.30 p.m.

3. No student will be permitted to enter the college after the Gate Closing Time.
4. Students are advised not to interact with each other or any other person during the examinations and maintain a distance of at least 6 feet from each other at all times. The distance between two students in the seating arrangements will be maintained as per guidelines.
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-19(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.

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8. Students experiencing symptoms of cough, cold, fever etc.,/under home quarantine/isolation have tested COVID-19 positive, are advised to appear for examinations as and when conducted by the college with submission of a representation to the Principal.
9. No student would be allowed to enter the Examination Centre, without Hall Ticket, College ID Card, Undertaking.
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 (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.
11. Student must wear the face mask and hand gloves throughout the time when he/she is in the campus.
12. 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.
13. 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.
14. 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.
15. 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.
16. Students should not adopt any unfair means or indulge in any unfair examination practices. All the examination halls are under CCTV surveillance.
17. Students are required to bring Pen, Pencil, Eraser, Sharpener, Scientific Calculator and any Drawing instruments required for the examination.
18. No student is permitted to wait anywhere in the college except in the allotted examination Hall/Room.
19. 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 & CHIEF SUPERINTENDENT**