



J.B. INSTITUTE OF ENGINEERING & TECHNOLOGY


UGC AUTONOMOUS

Standard Operating Procedure (SOP)

The following Standard Operating Procedure has been set by the Institution for conduct of examinations.

1. All the students and staff members must wear masks while they are on the campus.
2. Thermal scanning has to be carried out at the place of entry into the campus to all students and the staff.
3. All the areas including the entrance for building, lifts, wash rooms, walls, and other surfaces such as door handles, railings must be disinfected every day.
4. Sanitizers are to be provided at the entrance of the campus/building and the security on-duty must ensure that every staff member / student clean their hand with the liquid sanitizers. The security should allow those, who only wear masks.
5. Social distancing should be maintained at every place viz. inside the classrooms, laboratories, examination halls and places of common amenities like wash rooms, lifts, corridors, canteen etc.
6. Same seating plans and seating places shall be maintained for the students who appear for all regular examinations. The examination hall seating arrangements should be such that, only one person per bench is to be allocated and in successive benches the seating may be arranged in zig-zag manner. Seating plans must be sent to students mobiles 30 minutes before commencement of the examination.
7. Spitting in the campus is strictly prohibited.
8. Students are advised to carry their own food, drinking water and hand sanitizer as precautionary measure.
9. All faculty, staff on exam duty and Students should take care of their own health. If they have any symptoms of COVID-19 such as Fever, cough, sore throat , difficulty in breathing etc., they should report to the college/department administration immediately.

Copy to: All the HODs for Circulation among Staff & Students
Deans, CE, AO.
Hon. Secretary, CEO, CA for information.


PRINCIPAL
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J. B. INSTITUTE OF
ENGINEERING & TECHNOLOGY
YENKAPALLY, Amdapur X Road,
P.O. Himayathnagar (Via CBIT)
HYDERABAD - 500 075