STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH :: VIJAYAWADA

Lr.No. SBTET/Pre-01/Dip Examinations/2020. Dated:14-09-2020.

CIRCULAR

Sub: Diploma Examinations, MARCH, 2020 –Conducting of Postponed examinations due to Containment, Control and Prevention of spread of COVID-19 – Rescheduled from 21-09-2020 – Reg.

Ref:
1. G.O.Ms.No.216, Health, Medical & Family (B2) Department, dated 24-03-2020.
2. This office Circular Lr. No. SBTET/Pre-01/Dip Examintions/2020, dated 30-03-2020.

With reference to the above subject and reference cited, it is to inform that the C-16 (Regular subjects of 1st year & 4th Semester along with back log subjects of all Semesters & 1st year), back log subjects of C-14, C-09 and II Year Pharmacy(ER-91) schemes scheduled from 30/31-03-2020 is rescheduled from 21-09-2020 as shown below:

Sl.No.	Scheme	Year/Semester	Date	Session
1	C-14	VI Semester	21-09-2020 to 25-09-2020, 29-09-2020 & 30-09-2020.	AN
		V & VII Sem	21-09-2020 to 25-09-2020, 29-09-2020 & 30-09-2020.	FN
		IV Semester	01-10-2020 to 08-10-2020	FN
		III Semester	01-10-2020 to 08-10-2020	AN
		I Year	09-10-2020 to 11-10-2020	FN & AN
2	C-09	VI Semester	21-09-2020 to 25-09-2020, 29-09-2020 & 30-09-2020.	FN
		V Semester (BM)	09-10-2020 & 11-10-2020	FN & AN
		IV Semester	21-09-2020 to 25-09-2020, 29-09-2020 & 30-09-2020.	AN
		III Semester	01-10-2020 to 08-10-2020	AN
		I Year	01-10-2020 to 08-10-2020	FN
3	C-16	V & VII Sem	10-10-2020 TO 15-10-2020	FN
		IV Semester	10-10-2020 TO 15-10-2020	AN
		III Semester	03-10-2020 to 09-10-2020	FN

		I Year	03-10-2020 to 09-10-2020	AN
		VI Sem (BM)	16-10-2020 to 18-10-2020	FN & AN
4	PH	2nd Year	03-10-2020 to 08-07-2020	FN
		1st Year	03-10-2020 to 08-07-2020	AN

Note: The regular students of C-16 V Semester, who were attended V Semester examinations in October/Novermber, 2019 and who are attending the examinations scheduled from 16-09-2020 are not permitted to write examinations scheduled from 03-10-2020.

The detailed Time-Table will be placed in due course. The Chief Superintendents are requested to place the Circular in the notice board of the college and to give wide publicity through local media.

The Chief Superintendents are also requested to take special care to conduct the examinations in a smooth manner by strictly adhering to the standard procedure specified in the Annexure.

Sd/- K.Vijaya Bhaskar,
SECRETARY(FAC)

For Secretary

STANDARD OPERATING PROCEDURE FOR CONDUCT OF EXAMINATIONS

1. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
2. Fresh mask and gloves to be used by exam functionaries.
3. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room etc. and should be replenished regularly.
4. All liquid hand wash bottles should be replenished in restrooms and entry gate whenever required.
5. Candidates seating area should be thoroughly sanitized (Desk and the chair) after every session.
6. All the washrooms should be cleaned and disinfected.
7. All door handles, staircase railing lift buttons, etc. should be disinfected.
8. Wheelchairs, if present at the examination centres, should be disinfected.
9. All the trash bins should be cleaned.
10. Exam functionary must submit self-declaration about health status.
11. Thermo gun temperature check must be done at staff entrance point.
12. Exam functionary needs to wear the mask and gloves at all time.
13. Cleanliness and hygienic conditions to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
15. Avoid crowding at entry and exit points
16. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should permitted one by one only.
17. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
18. The invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
19. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
20. Students having symptoms of fever, cough and cold should be either made to sit in a separate room.
21. Minimum distance between two students should be 2 meters.
22. Adequate arrangements for safe drinking water be made on the campus.
23. Adequate supply of water in toilets and for hand washing be ensued.
24. Proper sanitization of buses, other transport and official and vehicles of the institutions.
25. In case there is a restriction on movements in certain areas, admit/identity cards should be issued to the students.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12