



**VVCE**

Vidyavardhaka Sangha<sup>®</sup>, Mysore  
**VIDYAVARDHAKA COLLEGE OF ENGINEERING**

Autonomous Institute, Affiliated to Visvesvaraya Technological University, Belagavi  
(Approved by AICTE, New Delhi & Government of Karnataka)

Accredited by NBA (CV, CS, EE, EC, IS & ME) | NAAC with 'A' Grade

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**Guidelines for Students to follow Standard Operating Procedure with respect to Examinations of August/September 2020**

1. Students who are Covid-19 positive must inform Principal/Mr. Shyam of Examination Section about their status and the desire to attend examinations at least 2 days in advance.
2. In case test results are received just prior to exams, such students must inform the college as soon as test results are available.
3. If you have symptoms of fever, cough and/or cold inform Principal/Mr. Shyam of Examination Section one day in advance so that you will be seated in a separate room.
4. If you wish to have change of exam center for unavoidable reasons, please mail your request with all details to [re@vtu.ac.in](mailto:re@vtu.ac.in) and mark a copy to [principal@vvce.ac.in](mailto:principal@vvce.ac.in) before 12 noon on Friday, August, 21, 2020.
5. Examination Room allotment for all regular subjects of Final Semester will be notified through SMS one day in advance to avoid crowding of students in front of the notice board. In addition students can also login to <http://exams.mo00.com>. The room allotment will remain same for all the core subjects of Final semester. For the elective subject the room allotment may change.
6. Examination Room allotment for backlog subjects of any other lower semesters will change every day. However, it will be notified through SMS and in the portal <http://exams.mo00.com> one day in advance.
7. Students will report in front of a counter in the Block in which he/she is allotted to write exams 1hr 30 min before the start of exam and line up. Minimum distance between two students should be 2 meters. Do not crowd or gather in large numbers.
8. Wearing a fresh face mask and hand gloves at all times and locations inside the college campus is compulsory.
9. Undergo thermo gun check and sanitize hands in the counter before entering the Block.

10. After entering into the block proceed towards the allotted room. Do not crowd or gather in large numbers during your waiting time in front of the room before it is opened.
11. Avoid using Elevators. Avoid unnecessarily coming in contact with staircase railings, doors, door handles, walls etc.
12. In the examination room sanitize your hand after signing the Attendance Sheet.
13. Do not share anything with other students such as water bottle, hand sanitizer, calculators, drawing instruments etc.
14. Carry your own water bottles and hand sanitizers into the examination halls.
15. Carry Hall Ticket and College ID Card at all times.
16. Any changes in your health condition report to Room Invigilator immediately

**Always wear Face Mask, keep sanitizing your hands, avoid Crowding and maintain Physical Distancing at all times.**

  
**PRINCIPAL** 20/8/2020