



SARASWAT VIDYALAYA'S  
SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES  
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(Affiliated to the Goa University)  
Re-accredited by NAAC with B Grade (2<sup>nd</sup> Cycle)

16/02/2022

## NOTICE

All students are informed that;

1. Classroom will be opened at 9.00 a.m. and students are requested to sit in their respected classes.
2. No Students will be allowed in corridor to discuss with their classmates.
3. Library will be opened for students after 12.00 noon (i.e. after the paper)
4. After the paper students will leave the Campus immediately without making crowd.

Due to COVID-19 all are requested to follow above guidelines.

Prof. Santosh B. Patkar  
PRINCIPAL

SV's Sridora Caculo College of Commerce and Management Studies  
TYBCOM SEM V February 2022 Examination  
(Offline Mode)  
Code of Conduct

General Preventive Health measures

- ✓ Physical distancing of at least 6 feet to be followed as far as feasible.
- ✓ Use of face covers/masks to be made mandatory.
- ✓ Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- ✓ Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- ✓ Self-monitoring of health by all and reporting any illness at the earliest.
- ✓ Spitting shall be strictly prohibited.
- ✓ Installation & use of Aarogya Setu App

Examination Code of Conduct

- To ensure observance to distancing norms and other preventive measures at all times adequate discipline should be maintained during conduct of the examination in the examination hall.
- To check that examinee does not carry any Bags/books/mobiles in the examination hall.
- The invigilator will sanitize his hands prior to distribution of question papers/answer sheets.
- Before issuing the answersheets to the examinees, the invigilator has to sign all the answersheets.
- However, the second signature of the invigilator on the answersheet will be taken after 72 hours have elapsed post collection of papers during paper checking & packing.
- The answer papers will be collected in a box to avoid any physical contact with the papers.
- Instruct the examinees to sanitize their hands before submitting papers in the collection box.
- Use of spit/saliva for counting/distributing sheets shall not be allowed.
- Sharing of personal belongings/stationery shall not be allowed.
- On completion of exam, the candidates should be permitted to move out in an orderly manner
- Invigilator has to be present during paper checking and packing that will be done after 72 hours have elapsed post collection of papers.
- In case a examinee is suspected with any Covid Symptoms during the conduct of examination, the same has to be reported urgently to the concerned authority.



**T.Y. B.COM**

16/02/2022

**NOTICE**

All students of T.Y. B.COM are informed that the Semester End Examination will start from 17<sup>th</sup> February 2022. Following instructions to be followed by students during exam.

- a) The Self Declaration form for the students is available on the college website as well as on class WhatsApp groups. Students are requested to download the same and fill in all necessary details and should submit the same on the first day of examination that is 17<sup>th</sup> Feb 2022 to their respective class supervisors.
- b) Students are requested to download their respective Hall Ticket from student portal and to carry the hard copy (printout) and fix passport size photograph on the same and sit in the examination Hall as per seating arrangement.
- c) Hall Ticket will be stamped with college seal by college staff in classroom.
- d) The SOP for the examination to be followed is attached herewith the notice, Students are also requested to kindly read and follow the instructions mentioned.
- e) Students should enter the examination Hall at 9.00a.m.
- f) List of seat numbers of students allotted to each examination hall will be communicated in the class WhatsApp groups, students are requested to kindly go through.
- g) Students should ensure and avoid overcrowding during exam at the time of entry as well as exit.
- h) Social distancing and SOP related all the Norms Mentioned in Code of Conduct annexed to this Notice should be strictly followed.

Dr. P. S. Devi  
Convener

Prof. Santosh B. Patkar  
PRINCIPAL

**TYBCOM SEM V<sup>th</sup> February 2022**  
**Self-Declaration Form**

Exam Centre: SV's Sridora Caculo College of Commerce and Management Studies.

For the health and safety of our community, declaration of illness is required. Be sure that the information you'll give is accurate and complete.

Name of the Candidate: \_\_\_\_\_

Seat No: \_\_\_\_\_

Examination: \_\_\_\_\_

Examination Time \_\_\_\_\_

- I am not in contact with people infected, suspected or diagnosed with COVID-19

**I declare that I am not experiencing any of the below issues:**

- Fever
- Cough
- Shortness of Breath
- Persistent Pain in the Chest

I acknowledge that the information I've given is accurate and complete.

I also hereby agree to adhere to the following SOP guidelines:

- 1) Maintaining social distancing
- 2) Covering face with proper masks.
- 3) Carrying sanitizer.
- 4) Not to borrow belongings stationary from others
- 5) Not to carry bag, books, mobiles in the examination hall.

Date :

Signature: