

**Bapatla Engineering College :: Bapatla**  
(Autonomous)

Ref.: - BEC/E/3/2020/363

Date: September 4, 2020.

**NOTICE**

(Guidelines and Instructions for the IV B.Tech. II Semester students  
appearing for final examinations)

In view of the commencement of B.Tech. final year II-semester examinations from 09-09-2020, all the students are informed to follow the guidelines given below:

1. All the students have to submit an undertaking on the first day of the examination that they shall abide by the rules & regulations of the college / university / government regarding Covid-19 related social distancing and safety guidelines.
2. Hall Tickets will be given to the students in the Examination Halls itself.
3. Students shall compulsorily wear masks in the college buses as well as in the campus and examination halls. Without mask they will not be allowed into the campus.
4. Each and every one must maintain 6 feet distance in the campus and hostels all the time.
5. Students who are in Red / Containment zones / suffering from fever or any other problem and unable to attend these examinations due to Covid-19 will be given another chance by conducting the examinations for second time after one month subject to the condition that they shall obtain prior permission from the college authorities regarding their inability to attend the examination due to Covid-19 conditions.
6. Thermal screening sanitization will be conducted for all the students at the college main gate, after which they will be allowed to enter the college premises.
7. In the college buses, seating arrangement is made in accordance with the covid-19 precautions. Students are advised that soon after getting down the college buses after Thermal screening sanitization (at the college main gate), they shall directly go into the examination halls.
8. Students are advised to bring their own drinking water bottles and sanitizer into the examination halls. However, college will also place drinking water and sanitizer at the examination halls for the use of students.
9. Original Certificates along with Marks Memos will be returned on their respective last examination date to those students who have cleared all their dues and not yet taken the Original Certificates submitted to the college at the time of their joining.
10. All students are required to clear all the dues (if any pending) of (i) Tuition fee and Bus fees (detailed dues list can be viewed in the college website) (ii) Lab dues fees (iii) Library dues (iv) Hostel dues before their respective first examination date. Those students who have obtained text-books from the Library shall return them to the Library on or before their respective last examination date, without fail.

In addition to the above, students who have submitted applications for hostel accommodation, are required to note the following:-

- i) Before taking hostel accommodation each student must give an under taking that they have not been tested Covid-19 positive in the previous 14 days. Further after taking accommodation in the hostel, if any student suffers from fever, cough, cold, difficulty in breathing or any Covid-19 related symptoms, the same shall be brought to the notice of the in-charges, immediately.
- ii) Each student will be accommodated in a single room or two students in the large room.
- iii) Girl students taking accommodation in the campus hostel will not be allowed to go out during these 4 days. Please acquire all your needy items before you enter into the Hostel.
- iv) Students have to maintain physical distance at all times.
- v) Hand wash will be provided in dining halls. Students are advised (for safety reasons) to bring their own plate, glass, cup & spoon and wash them on their own after use.
- vi) Only 15 students will be allowed into the dining hall, at a time, for breakfast / lunch / dinner.
- vii) Sanitizer and a Medicine Kit, containing Zinc, Vitamin-C, Paracetamol, Cetirizine etc., will be made available to the students in the hostels free of cost. Health supervisors will provide the same to the needy students.
- viii) In the Dining Hall, students shall sit only in the seats earmarked at the dining table, leaving the red taped seats, duly maintaining social distance.
- ix) Food will be served by the supporting staff. Students should not touch the utensils.
- x) Warm water is made available at all times in the dining hall and students are advised to drink only hot water as far as possible.
- xi) Daily two eggs will be provided (1 in lunch, 1 in dinner).
- xii) All corridors and open areas will be sanitized regularly with sodium hypochloride solution.
- xiii) Students are advised to bring the required cloths for four days as the laundry facility is not available due to Covid-19 conditions.
- xiv) Staff members will be available round the clock in the hostel premises to take care of the students. The HODs and Professors will also make frequent visits to the hostels, everyday.
- xv) Students who have health problems will be accommodated in an isolated separate single sick room.



- xvi) Students shall not gather for combined or group study / discussions in the hostel or college campus. However, they are permitted to use their mobiles to communicate among them or with their parents.
- xvii) Students shall stay only in the rooms allotted to them and shall not loiter in the hostel or college verandas.
- xviii) All the students shall vacate the College Hostel on their respective last examination date. However, students whose return journey is scheduled for next day (very far places) will be permitted to stay in the hostel one extra day on submission of proof of the return tickets to the Convener of the Hostel authorities in advance i.e. on the day of joining itself.
- xix) On all days of examinations, during their stay in the hostel, students will be provided with hygienic food and utmost care will be taken to maintain hygienic atmosphere in the hostel and college campus.
- xx) All the girl students need hostel accommodation in the campus hostel can contact well in advance the hostel supervisor Mr J Hari Prasad Phone No: 8985565694. For boys who need hostel accommodation near the college gate, Mr. K.Srinivasa Rao, Phone No: 9441452183 can contact.

Students are advised not to worry anything about their safety while writing the examinations, because every precaution is taken by the college authorities for their well-being in view of Covid-19.



**Dr. V.DAMODARA NAIDU**  
**PRINCIPAL**

To

All HODs;  
All HODs for Staff Circulation;  
All Notice Boards incl. Library, Canteen & Hostels;  
The Director, CC - The scanned copy of this circular place in the college website  
The Office Superintendent.