



GOVERNMENT OF GOA  
DIRECTORATE OF TECHNICAL EDUCATION  
BOARD OF TECHNICAL EDUCATION

No:- BTE/Exam/142-X/2018/ 611

Dated: 06/11/2020

To,

The Principal, Govt. Polytechnic, Panaji-Goa.  
The Principal, Government Polytechnic, Curchorem - Goa.  
The Principal, Govt. Polytechnic, Mayem, Bicholim - Goa.  
The Principal, Agnel Polytechnic, Verna-Goa.  
The Principal, Institute of Shipbuilding Technology, Vasco-Goa.  
The Principal, Goa College of Pharmacy, Panaji.  
The Principal, Guardian Angel Institute of Hotel Management and  
Catering Technology, Curchorem Goa.  
The Principal, Agnel Institute of Food Crafts and Culinary Sciences, Verna.

Sub: SOPs for conduct of Alternate (April 2020 Board Examination).

Sir,

Conduct of Alternate (April 2020) Board Examination w.e.f 16<sup>th</sup> November 2020, across all the Diploma Programmes under Board of Technical Education, Goa was notified, vide letter No. BTE/Exam file/142-X/2018/556 dtd 14/10/2020.

Subsequently the detailed time-table for alternate Board Examination was notified vide letter Nos. BTE/Gen/Term Sch./11-XX/2020/575,576 & 577 dtd 23/10/2020 for all the Diploma Programmes.

Enclosed Please find SOPs for conduct of Alternate (April 2020) Board Examination, w.e.f 16.11.2020 - 04.12.2020.

You are kindly requested to give wide publicity for the above.

Yours faithfully,

(N.V.T. Pednekar)  
Secretary

Board of Technical Education

Ecl. As above

S.O.P (Standard Operating Procedures) for the conduct of  
Alternate (April 2020 Board Examination.  
{ w.e.f. 16.11.2020 to 04.12.2020 }

1. Social Distancing to be maintained at all times and at all places, (Examination Hall, Notice board and queue formed at entry, exit etc.)
2. Compulsorily wearing of face mask by the Students & all the Examination functionaries.
3. To place a Sanitizer at the entrance and ensure its usage. Also, use of thermal screening for checking temperature.
4. Only the main entrance of the Institution shall be used for the movement of students & officials. All other gates shall be locked, as far as possible.
5. Seating arrangement of students should be such that there is at least 6 feet distance between the candidates.
6. Hostels may be opened only in such cases where it is necessary, while strictly observing the safety and health preventive measures.
7. Media /Press may not be allowed inside the main building.
8. Provision of separate seating arrangement be made for students, showing symptoms of cough, sneezing and high temperature etc.
9. Admission of students into the examination hall shall be 30 minutes before the commencement of examination.
10. No Student shall be allowed to carry their belonging including the study material, into the examination hall.
11. Handing over & Collection of examination materials be carried out with proper spacing.
12. Invigilator alongwith the required material shall be in the examination hall, 20 minutes before commencement of the examination.
13. At the end of examination students shall leave the Examination hall one at a time, following social distancing.
14. After the examination is over all examination halls shall be sanitized and kept ready for the next day.
15. Any other safety measures deemed fit, may be adopted as and when required.

Dated:06.11.2020