

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR-176062
Academic Branch

No. QSD.7-1/Acad/CSKHPKV/2020-21/- 52029-129 Dated, Palampur, the:

24 SEP 2020

NOTICE


It is for the information of all concerned that keeping in view of present threat of COVID-19, CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur will conduct the Entrance Test 2020 for i) B.V.Sc. & A.H. and B.Sc.(Hons.) Agriculture programmes on 10.10.2020 and ii) M.Sc. Ag. and M.V.Sc. programmes on 18.10.2020 by adopting the following procedures/measures:

- i. The **Standard Operating Procedure (SOP)** devised in consultation with the Health and Revenue Departments as conveyed by the Additional Chief Secretary (Personnel) to the Government of Himachal Pradesh to the Secretary, H.P. Public Service Commission, Shimla vide letter No.Pers(AP-B)B(15)-19/2020-Loose dated 24.07.2020 (**Annexure-I**) as well as "**Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19**" issued by the Ministry of Health & Family Welfare, Government of India dated 10.09.2020 (**Annexure-II**) shall be observed. **The candidates appearing in the Entrance Test 2020 of this University will have to follow the said Standard Operating Procedure (SOP)/guidelines strictly.**
- ii. The duration of Entrance Test-2020 for i) B.V.Sc. & A.H. and B.Sc.(Hons.) Agriculture programmes and ii) M.Sc. Ag. and M.V.Sc. programmes has been fixed from 10.00 AM to 1.00 PM and the entry of the candidates in the examination centre has been fixed from 8.00 AM to 9.30 AM to be followed strictly by the candidates.
- iii. **All the candidates appearing in the Entrance Test 2020 of this University will have to fill the "Coronavirus Self Declaration Form" as per Annexure-III at the time of entering in the Examination Centre and submit the same with the Superintendent of Examination.**

As a sequel to above, the Information Brochure & Prospectus Entrance Test Based Admissions 2020-21 of this University be deemed to have been modified/amended to above extent.

For more information, the candidates are advised to remain in touch with the website of this University.




(Pankaj) Sharma).
HPAS
Registrar, 23rd Sep 2020
CSKHPKV, Palampur.
Tel. No.01894-230383
FAX No.01894-230511
Email: registrar@hillagric.ac.in

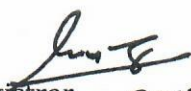
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Endst. No. Even

Dated, Palampur the:

Copy to:

1. The Director of Agriculture, H.P. Govt., Shimla.
2. The Director of Horticulture, H.P. Govt., Shimla.
3. The Director, Animal Husbandry, H.P. Govt., Shimla.
4. The Secretary to the Hon'ble Chancellor (the Governor, Himachal Pradesh), Raj Bhavan, Shimla (H.P.)
5. The Addl. Chief Secretary (Agr.) to the Govt. of Himachal Pradesh, Shimla.
6. The Secretary, ICAR, Krishi Anusandhan Bhavan, PUSA, New Delhi-110012.
7. The Secretary, University Grants Commission, (Ministry of Human Resource Development, Govt. of India), Bahadur Shah Zafar Marg, New Delhi - 110002.
8. The Secretary, Association of Indian Universities, Rouse Avenue, New Delhi.
9. The Registrar, HPU, Shimla/ Dr. Y.S. Parmar, UHF, Nauni Solan (H.P.)/Technical University, Hamirpur/Central University, Dharamsala/PAU, Ludhiana/CCS HAU, Hissar/Punjab University, Chandigarh.
10. All the Statutory Officers, CSKHPKV, Palampur.
11. All Heads of Departments, CSKHPKV, Palampur.
12. The Coordinator/Co-Coordinator for Undergraduate/Postgraduate Programme ET-2020.
13. The Chairman, Prospectus Updating Committee 2020-21, CSKHPKV, Palampur.
14. The Director, All India Radio Station, Dharamshala/Shimla/Hamirpur (H.P.).
15. The Station Director, Doordarshan Kendra, Shimla (H.P.)/Jalandhar (Punjab).
16. The Assoc. Directors, HAREC, CSKHPKV Bajaura /Dhaulakuan /Kukumseri.
17. All Scientists Incharge, RRS/All Programme Coordinators, KVKs of CSKHPKV.
18. The Programme Director, Human Resources Development and Placement Center, CSKHPKV, Palampur.
19. The Head, Department of Genetics and Plant Breeding, CSKHPKV, Palampur.
20. Dr. Narender Kumar Sankhyan, Principal Scientist, Department of Soil Science, College of Agriculture, CSKHPKV, Palampur - Nodal Officer of the University, ICAR, VCI as well UGC.
21. Dr. Ankur Sharma, Asstt. Professor-cum-Nodal Officer of the University for Prime Ministers' Special Scholarship Scheme (PMSSS), Department of Veterinary Medicine, Dr. G.C. Negi COVAS, CSKHPKV, Palampur.
22. The District Attorney, CSKHPKV, Palampur.
23. The Joint Director (IPR), CSKHPKV, Palampur **with the request to give press release in this regard.**
24. The Incharge, U.N.S., CSKHPKV, Palampur. He is **requested to upload the notice on the University Website as well as under the portal of Registrar - Academic.**
25. The Assistant Registrar (Admn./Estt./Recruitment), CSKHPKV, Palampur.
26. The PS to Vice-Chancellor/PA to Registrar, CSKHPKV, Palampur.
27. All the Dealing Assistants, Academic Branch, CSKHPKV, Palampur.
28. All University Notice Boards.


Registrar, 23rd/sep/2020
CSKHPKV, Palampur.

"Say Yes to Life/Say No to Drugs"

No.Per(AP-B)B(15)-19/2020-Loose
Government of Himachal Pradesh
Department of Personnel (Appointment-II)

From

The Additional Chief Secretary(Personnel) to the
Government of Himachal Pradesh

To

The Secretary,
HP Public Service Commission,
Nigam Vihar, Shimla-2.

Dated: Shimla-171002

24-7-2020

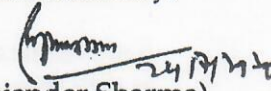
Subject:-

**Regarding- Standard Operating Procedure
(SOP) for conduct of examinations.**

Sir,

I am directed to refer to your office letter No. 3-
6/2019-PSC(E) 303 dated 13.7.2020 on the subject cited above and to
convey the approval of the Government for smooth conducting of
various examinations subject to observance of Standard Operating
Procedure(SOP) devised in consultation with the Health and Revenue
Departments, copy of which is enclosed. It may be ensured that the
examinations are conducted strictly in accordance with the parameters
prescribed in the SOPs.

Yours faithfully,


(Rajender Sharma)

Deputy Secretary(Personnel) to the
Government of Himachal Pradesh

Tel. No. 0177-2628479

27/7

Standard Operating Procedure for conduct of HPPSC Examinations.

1. Admit/Identity cards issued to the candidates will be treated as movement passes for exempting them from requirements of quarantine. Besides, movement passes will be issued to invigilators and all other personnel engaged in conduct of examinations for their smooth movement by the Distt. Administration/Principals.
2. Entire examinations centre floors and walls, doors, gates should be disinfected with sodium hypochlorite solution (1%) as per guidelines of Department of Health, Government of H.P.
3. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
4. Sanitizer bottles with dispenser should be arranged at the entry gate, examination rooms, staff/observer room etc. and should be replenished regularly.
5. All liquid handwash bottles/soap cakes should be replenished in restrooms and at entry gate whenever required.
6. Candidates seating area should be thoroughly sanitized (desk and the chair) after every session.
7. All the washrooms should be cleaned and disinfected with sodium hypochlorite solution (1%).
8. All door handles, staircase railing, lift buttons etc. should be also disinfected.
9. Wheelchairs, if present at the examination centres, should be disinfected.
10. All the trash bins should be cleaned.
11. Staff verification and self-declaration as suggested below must be done as soon as they report at the centre.
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point.
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately.
 - d. Exam functionary needs to wear the mask and gloves at all time.
12. Cleanliness and hygienic conditions as per safety and health advisories of the concerned Government Departments are to be maintained at all time.
13. Downloading of 'Arogya Setu' App may be advised for every staff and candidate of the University and College.
14. Avoid crowding at entry and exit points.

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15. Thermal scanners for scanning of staff and candidates, to entry points will be provided to each centre by H.P. Public Service Commission.
16. Senior staff should monitor the entry and exit. There should be proper marking with at least 2 meter distance where candidates stand while waiting for opening of the examination centre. Exit of candidates should be permitted one by one.
17. Thermal screening of candidates, 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 candidates should be asked to sanitize their hands before and after signing the attendance sheet.
20. Candidates having symptoms of fever, cough and cold should be made to sit in a separate room.
21. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hands frequently.
22. Keeping in view the physical distancing, institutions should have adequate room capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters.
23. Adequate arrangements for safe drinking water be made on the campus.
24. Adequate supply of water in toilets and for hand washing be ensured.
25. Dustbins must be cleaned and covered properly.
26. At the end of the day-
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examinations Centre and outside the examinations room/hall.
 - b. Safely dispose off all used masks and gloves discarded at the examinations centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.

27. Maintain record of all exam functionaries.
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilators record are maintained in the system through staff verification processes.
28. Name and number of other staff such as Housekeeping, Security Guards etc, will be maintained.
29. HPPSC should maintain the database of Students in a certain format.
30. Room-wise database of candidates & staff on duty shall also be maintained.
31. Exemption about the quarantine requirement, if they enter or exit or vice-versa from the State, may also be included in the SOP as per instructions issued by Revenue Department dated 14.7.2020 (copy enclosed).
32. Outstation candidate may register themselves well in time on <https://covid19epass.hp.gov.in/portal> so that they don't face any problem on State Boards.

Rev (DMC) (C) 20-2/2020 – COVID 19
Government of Himachal Pradesh
Revenue Department – Disaster Management Cell

Shimla – 171002
Dated: 14th July 2020

ORDER

In continuation of State Executive Committee's Orders No. Rev (DMC)(C)20-2/2020-COVID 19 dated 2nd July 2020 and 7.7.2020, and in exercise of the powers conferred under the Section 24 (e) of the DM Act 2005, the undersigned in capacity of the Chairman, State Executive Committee (SEC), hereby orders the following points are amended/deleted/added in the Orders and directs all the Departments & Organisations of the Government, District Magistrates, Police Officers/Officials and Local Authorities of the State to ensure strict implementation of the directions of the SEC:

Amendment/Deletion/Addition

Following point stands deleted:

Point No. (vii) - The medical colleges are allowed to open in the State for final year students to strengthen the Health System in coming days along with the health training institutions from 15th July 2020 subject to the SOPs issued by Department of Health and Family Welfare.

Following directions stand amended:

Public Transport & Movement of Vehicles

Point (i) will be modified as under:-

Point No. (i) - Inter-State movement of public transport buses will remain prohibited. Taxis however can ply with registration on COVID 19 E-Pass Software (<http://covid19epass.hp.gov.in>). A Taxi driver coming into the State for dropping may be exempted from quarantine requirement, if he returns back within 24 Hours of the entry.

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Quarantine Arrangements

Point No. (viii) will stand modified as under:-

Point No. (viii) - The students and the accompanying parents may need to move in and out of State due to competitive examinations, hence, their movement may be facilitated by waiving off the condition of quarantine, if they exit or re-enter the State or vice-versa within a period of 72 hours.

The following new point will be added: -

Point No. (xvi)- Any person having been tested negative for COVID 19 through RT-PCR Test (Reverse Transcription Polymerase Chain Reaction) by an ICMR accredited/approved laboratory not earlier than 72 hours at the time of entry may also be exempted from the requirement of quarantine. However, he/she will take adequate measure like wearing of mask, social distancing, etc. to prevent spread of COVID-19.



**Chief Secretary cum Chairperson, SEC
Himachal Pradesh**

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. ACS (Health) to the Government of HP
3. All the Head of Departments, Himachal Pradesh
4. All the Divisional Commissioners, Himachal Pradesh
5. All the Deputy Commissioners, Himachal Pradesh
6. All the Principals of Medical Colleges in HP

Copy for information to:

- i. All the Members of SDMA
- ii. All the members of the State Executive Committee.
- iii. Principal PS cum Special Secretary to Hon'ble CM-cum-Chairperson, SDMA.



**Principal Secretary (Revenue) to the
Government of Himachal Pradesh**

10th September, 2020

Government of India
Ministry of Health & Family Welfare

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by large number of students (as well as their parents) and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. 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.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. All Universities/Educational Institutions/Examination Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations

- i. Only those examination centers which are outside the containment zone shall be allowed to function. Staff/examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.
- ii. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

- iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
- iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.
- v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.
- vi. Students should also be given prior information on what they should carry, which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.
- vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.
- viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
- x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) Transportation to and from the examination center

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) Entry and exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

- iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.
- v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.
- vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.
- vii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.
- ix. Bags/books/mobiles should not be allowed in the examination center.
- x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.
- xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- xii. On completion of exam, the candidates should be permitted to move out in an orderly manner

d) Special precautions for high risk individuals

- i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.
- ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

e) Movement within the examination center, seating arrangement including conduct of examination

- i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- ii. Provision of wheelchairs, if warranted, should be ensured and these should be disinfected regularly.
- iii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
- iv. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.
- v. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
- vi. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.

- vii. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
- viii. Use of spit/saliva for counting/distributing sheets shall not be allowed.
- ix. Sharing of personal belongings/stationery shall not be allowed.
- x. For online/computer based examination, the systems shall be disinfected using alcohol wipes before and after conduct of examination.
- xi. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.
- xii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.

f) Sanitation and Hygiene

- i. Examination hall and other common areas shall be sanitized each time before and after examination.
- ii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.
- iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

g) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

- i. Place the ill person in a room or area where they are isolated from others.
- ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- iii. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- iv. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- v. Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.

Coronavirus Self Declaration Form

Name: _____ Roll No: _____
Examination Date: _____ Examination Time: _____
Examination Centre: _____
Contact No: _____ Email Id: _____

I declare that:

I have not traveled abroad in the past one month to the date of the scheduled examination.

I have not been in contact with anyone being suspected or diagnosed with COVID-19.

I also declare that I am not experiencing any of the below health concerns:

- Fever
- Cough
- Shortness of Breath
- Persistent Pain in the chest
- Sore throat
- **THE BODY TEMPERATURE AT THE TIME OF EXAMINATION _____**

I acknowledge that the information provided by me as above is accurate and to the best of my knowledge.

Date: _____

Place: _____

Signature of the student : _____

Important Instructions to students

- **Wearing of mask during the examination is mandatory**
- **Keep distance between yourself and other students.**
- **Disinfect your hands frequently**
- **Avoid touching your eyes, nose and mouth with unwashed hands.**
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.**
- **Throw used tissues in the trash.**
- **Clean your hands with a hand sanitizer that contains at least 70% alcohol.**
- **Do not exchange your belongings with any other students**