

**COVID-19 SELF DECLARATION FORM FOR APPEARING IN MD/MS/DIPLOMA 2021**  
**EXAMINATION CONDUCTED BY THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

**1.** That, I have read the Instructions, Guideline & relevant orders pertaining to COVID-19 pandemic. I have read information Bulletin. Instructions & Notices related to this examination available on the website '[wbuhs.ac.in](http://wbuhs.ac.in)'.

**2.** I have in the last 14 days (please tick , wherever it is applicable to you, otherwise leave blank):

<b>a)</b>	The following flu-link symptoms:				
	Fever ( )	Cough ( )	Breathlessness ( )	Sore throat/Runny Nose ( )	Body ache ( )
Others - Please specify: .....					
<b>b)</b>	Been in close contact with a confirmed case of the COVID-19. ('Close contact' means being at less than one meter for more than 15 minutes)				( )
<b>c)</b>	Not been in close contact with persons suffering from COVID-19 & am NOT under mandatory quarantine.				( )
<b>d)</b>	Travelled the following cities/country in the last 14 days prior to arriving at the Centre.				( )
		1 <sup>st</sup> City	2 <sup>nd</sup> City	3 <sup>rd</sup> City	4 <sup>th</sup> City
	Name of cities/country				
	Date of Arrival in Centre City				

**3.** The health & wellbeing of our community is our first priority: therefore the centre reserves the right to deny entry to its premises.

**4.** If we have read the detailed 'IMPORTANT' INSTRUCTIONS for CANDIDATES' & 'ADVISORY for CANDIDATES REGARDING COVID-19' as given in official website & we undertake to abide by the same:

Name:	(Candidate Signature)
Registration No:	
Mail ID:	
Phone No:	

The above undertaking has to be filled up in advance before reaching the centre, except candidate signature which has to be signed in the presence of invigilator.

## **Important guideline/instructions for candidates**

Only asymptomatic staff & students shall be allowed inside the examination hall & wearing face cover or mask is mandatory.

The face cover or mask has to be worn at all times inside the examination centre by all.

### **1. Self-Declaration Undertaking Form:**

Univ has attached a self-declaration form with the Admit Card this time.

Candidates have to take the print out of the hall ticket, self-declaration & important instructions. They must fill the undertaking before reaching their exam centre.

Undertaking form asks the following questions that the candidates must answer & sign on:

If you have experienced any of these in the **last 14 days**.

Tick, wherever it is applicable to you, otherwise leave blank.

- a) Fever/Body ache
- b) Cough/Runny nose
- c) Breathlessness
- d) Sore throat
- e) Body ache

Specify if you have experienced any other symptoms. If you have not experienced any health problem at all, leave this blank.

- 2.** If you have been in close contact with a confirmed case of the COVID-19. ('Close contact' means being at less than one meter for more than 15 minutes.) Put a tick mark if yes, otherwise leave blank.
- 3.** If you have 'not been in close contact with persons suffering from COVID-19 & am NOT under mandatory quarantine' – Put a tick mark if it is true.
- 4.** If you have travelled to another city or country in the 14 days before the exam, put a tick mark in the box. If you have not travelled anywhere, leave blank. Also, you have to mention the name of city/country where you visited.

Items you are allowed to bring:

- a)** Admit Card along with Self Declaration (Undertaking) downloaded from the website (a clear printout on A4 size paper) duly filled in.
- b)** Transparent File containing Pen, Pencil, Registration No.
- c)** Personal hand sanitizer.
- d)** Personal transparent water bottle.

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

Place the ill person in a room or area where they are isolated from others.

The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.

The examinees exhibiting symptoms & willing to give the examination, may be allowed to take examination by shifting the candidate to a separate isolation room.

If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

A risk assessment shall be undertaken by the designated authority & accordingly further action be initiated regarding management of case, his/her contacts & need for disinfection.

Disinfection of the premises to be taken up if the person is found positive. The examination centre should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during the examination, till such time medical advice may be sought.

A clear policy on allowing or disallowing symptomatic candidates to undertake examinations shall be delineated by the concerned examination conducting authorities with intimation to CoE.

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राष्ट्रीय आयुर्विज्ञान आयोग  
**National Medical Commission**  
(Post Graduate Medical Education Board)

No. NMC/MCI-23(1)/2021-Med./ 006485

Dated:- 18/3/2021

ADVISORY

**Subject:- Relaxation in the Provision of Appointment of External Examiners in the Post Graduate Medical Education Regulations (PGMER), 2000**

Postgraduate Medical Education Broad of the National Medical Commission considered various representations received from Colleges/Universities requesting extension of relaxations in appointment of External Examiners for the conduct of postgraduate University examinations issued by the Board of Governors in supersession of the erstwhile MCI in their Advisory dated 22.05.2020, even after the post COVID-19 re-opening of medical colleges in the country due to resurgence of COVID cases, and have decided as under:-

Appointment of Examiners:-

- A. Universities must in the first instance try to adhere to the existing norms regarding External examiners as provided for in Regulations for Post Graduate Medical Education, 2000.
- B. If option A is not feasible, Universities are advised to follow one of the following options with respect of external examiners for the postgraduate examinations considering the risk stratification of the areas where the Medical colleges/institutions are located, if external examiners are not available from outside the state due to the pandemic:-
  - i. External examiners to be selected from a different University in the State. These external examiners have to be physically present at the venue of the examination.
  - ii. In case of States having all the medical colleges under the same University i.e. State Health University, Medical Colleges may engage external examiners from any other college under the State Health University. Both of such external examiners should be physically present during the examination.

  
(Dr. M.K. Ramesh)  
President,

Post Graduate Medical Education Board (PGMEB)

## Annexure - IV

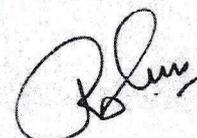
### Standard Operating Procedure (SOP) for Conduct of University Examinations in view of COVID-19 Pandemic

#### I. Background

1. The University Grants Commission (UGC) issued Guidelines on Examinations for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown on 29<sup>th</sup> April, 2020 and then Revised Guidelines on 6<sup>th</sup> July 2020 [D.O.No.F.1-1/2020 (Secy) dated 6<sup>th</sup> July 2020].
2. In view of the emerging situation related to COVID-19 pandemic, it is important to safeguard the principles of health, safety, fair and equal opportunity for students. At the same time, it is very crucial to ensure academic credibility, career opportunities and future progress of students globally. Academic evaluation of students is very important milestone in any education system. The performance in examinations gives confidence and satisfaction to the students and is a reflection of competence, performance and credibility that is necessary for global acceptability.
3. The Ministry of Human Resources Development, Government of India vide their Office Memorandum F.No. 16-16/2020-UIA dated 6<sup>th</sup> July 2020 issued certain instructions and formulated a detailed SOP for conduct of Examinations with measures to be taken in view of COVID-19 situation, duly vetted by the Ministry of Health and Family Welfare, Government of India. The Ministry of Home Affairs, Government of India granted exemption for the opening of educational institutions for the purpose of holding of examinations.
4. In view of the above and mostly in line with the SOP formulated by the MHRD and in consideration of certain other issues relating to the courses, status of the Examinations of the published Annual Examination Calendar for 2020, recommendations of some of the Board of Studies etc. the following SOP has been formulated for strict observation by all the stake holders.

#### II. The SOP

1. The Instructions, guidelines and orders issued by the Central Government and the State Government regarding safety and health issues should be followed.
2. In case there is restriction on movements in certain areas, Admit/Identity Cards issued to the students should be treated as a 'Pass' for the movement of the



- students for appearing in the examination. The State Government has been requested to issue instructions to all local/concerned authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors, walls, doors including door handles, gates, staircase railings, lifts, seating area (desk and chair) etc. should be sprayed with disinfectant and properly sanitised.
  4. Sanitizer bottles should be arranged at the entry gate and examination rooms and should be replenished regularly.
  5. Liquid hand wash bottles should be made available in rest rooms and all entry gates.
  6. All the washrooms should be cleaned and disinfected.
  7. All the trash bins should be cleaned.
  8. Cleanliness and hygienic conditions as per safety and health advisories of the concerned Government Departments are to be maintained at all places.
  9. Hand washing stations with facilities of liquid soap should be made available so that every student can wash hands frequently.
  10. Dustbins must be cleaned and covered properly.
  11. Adequate supply of water in toilets and for hand washing should be ensured.
  12. Adequate arrangements for safe drinking water should be made.
  13. Proper signages, symbols, posters etc. should be displayed at appropriate places to maintain social distancing.
  14. Crowding at entry and exit gates should be avoided.
  15. Senior staff should monitor the entry and exit. There should be proper markings with at least 2-meters' distance where students stand while opening the College gate. Exit of students should be permitted one by one.
  16. Thermal screening of students and the examination functionaries, wearing of face mask, sanitizing of hand etc. of the students and the examination functionaries should be ensured.
  17. Students having symptoms of fever, cough and cold or anyone to stay quarantined due to unavoidable circumstantial risks, the college authorities should arrange separate room(s) for all those candidates following the norms of social distancing, isolation and sanitizing.
  18. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
    - i. Examination functionary must submit self-declaration about health status.
    - ii. If any Examination functionary fails to meet the self-declaration criteria or thermo gun check, he/she should leave the examination centre immediately.
    - iii. Examination functionary needs to wear the mask and gloves at all time.
  19. Fresh mask and gloves to be used by examination functionaries.
  20. The seating arrangement should be done by maintaining the code of social distancing – minimum distance between two students should be 2-meters.
  21. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
  22. At the end of the examination –

- i. Used gloves and masks should be disposed only in pedal push covered bin at the Examination Centre and outside the examination room/hall.
  - ii. Safely dispose of all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.
23. Maintenance of Records of all Examination Functionaries –
- i. Record of all Examination Functionaries should be maintained for future reference and traceability.
  - ii. Invigilator records should be maintained through staff verification process.
  - iii. Name and number of other staff such as Housekeeping, Security Guards etc. Should be maintained.
24. CCTV surveillance is mandatory in every examination hall. An examination-hall which is out of CCTV coverage, prior steps should be taken to make video recording and constant examination thereof. CDs of each and every CCTV footage and/or video recording with record of examination thereof should be sent to the University.

### III. Additional Arrangements

Considering the present situation due to COVID-19 the following additional arrangements have been made:

1. The student may, at his/her option, appear at any Examination Centre close to his/her residence. During enrolment for the Examination, the student will be required to opt for an Examination Centre from the drop-down list of the available Centres in the Portal. The Examination Centre so opted will be same for all the papers including the practical/viva-voce papers. Appearing in different papers/practical/viva-voce in different centres is not permissible if not otherwise decided by the University in respect of some specified examinations.
2. For the students, who would not be able to appear the Present Examination for whatsoever the reason(s) may be, they may be given an opportunity to appear in a special examination for the course/paper(s), which may be conducted by the University as and when feasible, without counting the present examination as a chance.



Prof. (Dr.) Rajendra Pandey  
Vice-Chancellor & Chairperson  
of the Academic Council  
The West Bengal University of Health Sciences