

## महाराष्ट्र राज्य शुश्रूषा व परावैद्यक शिक्षण मंडळ

वैद्यकीय शिक्षण व संशोधन, शासकीय दंत महाविद्यालय व रुग्णालय इमारत, चौथा मजला, सेंट जॉर्जस रुग्णालय आवार, पी.डी.मेलो रोड, फोर्ट, मुंबई - ४०० ००९. वेबसाईट: www.msbnp.org ई-मेल- msbnpe@gmail.com , मो. नं: ८६५२२८९०२६

### MAHARASHTRA STATE BOARD OF NURSING AND PARAMEDICAL EDUCATION

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### GUIDELINES ON ACADEMICS AND EXAMINATIONS DURING COVID-19 PANDEMIC

To,

Principal/ Nursing Officer/ Head of the Institution/Teacher/Students,

All Affiliated ANM, GNM & Post Basic Courses, LHV Nursing School

**Sub: Instruction and Guidelines on Academic and Examination of A.Y. 2019-20 during  
Covid -19 Pandemic and Lockdown.**

**Ref: 1.F.N. 1-6/2020-INC dated 14<sup>th</sup> May 2020**

**2. F.No.22-10/2020-INC dated 10<sup>th</sup> July 2020.**

**3. Board Letter No. मराशुपशिमं/५९७२/२०२० दि.२३/०७/२०२०**

**4. MUHS Letter No. MUHS/XC/3970/2020 dt. 30/07/2020**

**5. Government of India Ministry of Health & Family Welfare Letter dt. 2nd  
September, 2020**

#### **Introduction: -**

As per Indian Nursing Council circular dated 14<sup>th</sup> May 2020 & 10<sup>th</sup> July 2019, INC reiterates that quality of nursing education should not be compromised at all times. So the examinations of all nursing students will be taken step by step and it will be mandatory for all students.

MSBNPE is planning to conduct examination by simplified method with stress- free environment for students. To ensure safety of students as well as convenience of students and institute, it is proposed to take theory and practical examination of students in the Nearest Institution/Home Centre. Which will be Flexible for student.

## GUIDELINES FOR ACADEMICS

### **Instructions to Students: -**

1. Students should remain in touch with college authorities by telephone, email, SMS etc.
2. Students should visit website of Maharashtra State Board of Nursing and Paramedical education ([www.msbnpe.org](http://www.msbnpe.org)) time to time.
3. Instructions regarding the examination will be published on the website of board from time to time. Students should not rely on any suggestions and news coming from any other sources.
4. Students should prepare for the examinations in a stress –free environment at their current place of residence and avoid unnecessary travel.
5. Students should follow government guidelines for the prevention of spread from Covid-19- Institution must prepare the Guidelines on the prevention of spread of Covid-19
6. Necessary preventive measures (Social distancing, Hygiene maintenance, Mask, Hand sanitization, Thermal scanning etc.) will be taken at the time of examination.

### **Guidelines for Institutes: -**

#### **A) Regarding Theory and Clinical experience:**

1. Institutions should follow INC guidelines dated 14<sup>th</sup> May 2020 & 10<sup>th</sup> July 2020 for completion of theory classes and practical by using online apps.
2. Institute should keep record regarding theory and clinical experience and attendance of students.
3. There should be no additional costs to students for following guidelines.
4. The students those who are working for the Covid-19 care during their educational leave, this experience should be considered as clinical experience.
5. The students those who are working for the Covid-19 care should be given all facilities including salary, insurance coverage, and risk coverage and risk allowances.

**B) Internal Assessment:**

1. All the evaluator activities presume to complete before March of academic year and should be considered for internal assessment of students.
2. Online assessments done during lockdown period should also be considered for internal assessment for students.

**C) Theory and Practical Examination: -**

1. Pattern of internal assessment and final examination (Theory and Practical) will be the same as earlier pattern.
2. The Nursing colleges/ schools will be inform MSBNPE final examination.
3. All school should be well equipped for arrangement of examination.
4. Examinations will be carried out by following norms for the prevention of spread of Covid-19.
  - I. The institute to install CCTV system with recording facility at their Examination Hall and Strong Room. Details of CCTV (Make and Model of DVR, Cloud id of DVR/ IP address, Number of camera installed, Log in User name and password of DVR, Technical person contact no, etc.) should be submitted immediately to Board.
  - II. There should be availability of sanitizer and adequate hand washing equipment in the institute.
  - III. All students going for examination should be assessed for temperature by thermal scanner.
  - IV. There should be at least six (6) feet's distance between two students.
  - V. All classroom and related areas should be sanitized before and after use.
  - VI. Principal should convey all academic related messages to students. He/she will be responsible for any academic loss of students.
  - VII. Examination forms of students should be filled online and no any student should be called at institute for filling form.
  - VIII. The students should be informed well in advance (at least one week) about the conduct of examinations and other related activities.
  - IX. Before final examination all institutions should have completion of Enrollment of all students and submission of Enrollment fee, Affiliation fee and Inspection fee and it should be checked by MSBNPE IT & Account section.

- X. Final examination should be conducted nearest centre and considering the students.
- XI. Timetable will be displayed before 45 days.

**GUIDELINES FOR EXAMINATION OF A.N.M./G.N.M./POST CERTIFICATE COURSE/LHV  
EXAMINATION  
FOR ACADEMIC YEAR 2019-20 (DURING COVID-19 PANDEMIC)**

As per INC, MUHS, Central Govt., State Govt. guidelines, standard operating procedure for conduct of examination during COVID-19 pandemic must be followed as follows:-

**General Preventive Measures:-**

1. To avoid crowding and to maintain social distancing, students should be advised to report examination centre 45 minutes before commencement of examination.
2. Respiratory etiquette to be strictly followed.
3. In parking area and waiting area, physical distancing to be maintained.
4. Numbers of persons to be restricted in elevators.
5. Hand washing station with facilities of liquid soap should be made available.
6. Adequate arrangement for safe drinking water to be made.
7. Institute should follow bio-medical management principles strictly.
8. Institute vehicle should sanitize before taking students to examination centre.
9. Download "Arogya Setu App" by staff and students.
10. Student should follow the instructions given to them by instructor orally and written.

**Entry and Exit at the Examination Centre:-**

1. Entry and Exit should be a separate. Display of poster on preventive measures should be done. Proper signs and symbols to be displayed.
2. Specific marking to manage queue and social distancing at the entering of the examination hall.
3. Thermal Screening of the Students wearing of Triple Layer Mask, Face Cover, and Sanitation of Hand should be ensured. It should be won Throughout the Examination.
4. Student Should Carry ID card, Hall Ticket, Water Bottle, Hand Sanitizer and personal examination stationery etc. Sharing of Stationery during exam should not be permitted.
5. After checking of hall ticket & ID, self -declaration of student health status should be taken.
6. Bags, books and mobiles are not allowed in the examination centre.
7. If students having symptoms of fever, cough and cold should be made sit in a separate isolation room. Medical advice should be sought.

**Seating Arrangement and Conduction of Examination:-**

1. Seating arrangement should be made by maintaining six (6) feet distance.
2. Proper Sanitation of Examination Hall before and after examination should be done.
3. Supervisor should sanitize his / her hands before distribution of question paper, & answer sheets and after receiving of answer sheets.
4. If candidate finishes answer paper before completion of examination time, can be permitted to leave examination hall as his/her wish.
5. Student should sanitize their hands before and after signing the attendance sheet.
6. Record of all examination functionaries will be maintained in the system for future reference and traceability.

**Sanitation and Hygiene**

1. Adequate arrangement of safe drinking water to be made.
2. Hand washing station with facilities of liquid soap should be made available.
3. Dustbin, adequate supply of water in toilets should be made.
4. Cleaning of entire examination area, washroom should be disinfected with 1 percent sodium hypochlorite solution.

**Note:**

1. COVID -19 pandemic guidelines given by state and central government should be followed during examination time to time.
2. These guidelines are only applicable as one-time measure during this academic year due to national pandemic situation.
3. Possibly RAD (Rapid Antigen Diagnosis Test) for COVID-19 shall be done of staff members (Institution Teaching and Non Teaching) involved in the exam process.
4. Reference INC Circular Date. 14<sup>th</sup> May 2020 and 10<sup>th</sup> July 2020
5. Information Regarding Practical Exam will be informed in advance.

  
**Registrar**  
Maharashtra State Board of  
Nursing and Paramedical Education Board  
Mumbai - 400 001.