



## ABSTRACT

Disaster Management Act, 2005 - COVID -19 - Academic year 2020-21 – students studying in classes X, XI and XII – to carry out the preparation of Nominal Roll – Permission - Standard Operating Procedure (SOP) - Orders -Issued.

### REVENUE AND DISASTER MANAGEMENT (D.M-IV) DEPARTMENT

**G.O.Ms.No.58**

**Dated: 22.01.2021**

சார்வரி, தை 9

திருவள்ளூர் ஆண்டு 2051

**Read :**

- 1 From the Director of Government Examinations letter No.025650/H1/2020, dated 17.10.2020, 20.10.2020 and 12.11.2020
- 2 G.O. (Ms) No.30, Revenue and Disaster Management (DM IV), Department, dated 13.01.2021.
- 3 G.O. (Ms) No.31, Revenue and Disaster Management (DM IV) Department, dated 13.01.2021.

**xxx**

### **ORDER:**

In the letters read above, the Director of Government Examinations has stated that, it is imperative to start collecting the Nominal Roll for School candidates appearing for the SSLC / Higher Secondary First Year and Second Year Public Examinations for the academic year 2020-21. In order to prepare Nominal Roll of school candidates for 10<sup>th</sup> Standard and Higher Secondary First Year, data such as Name of candidates (both in English and Tamil version), Date of birth, photo, Parent's name (both in English and Tamil), Mobile number will be collected and based on these Nominal Roll will be prepared. Hence, Nominal Roll plays a vital role as the mark certificates are printed based on these data collected. The above data are collected by means of a declaration form properly filled in by candidates / parents as well as teachers and it is essential to get signatures from all of them. The examination fee will also be collected from the candidates (except candidates who got exemption) during this process of work.

2. The Director of Government Examinations has also stated that, this year schools are closed due to prevention of spread of Covid-19

pandemic as a precautionary measure. Therefore, in order to prepare Nominal Roll, the students/parents will be invited to the respective schools mandatorily for filling in Declaration form and paying of Examination fees and Teachers/staffs also shall attend the school for the above works for the academic year 2020 -21 public examinations. She has requested the Government to issue necessary Government order to carry out the proceedings regarding the preparation of Nominal Roll and collection of Examination fees payment for the current academic year 2020-2021.

3. In Government Order second read above, orders have been issued for reopening of schools from 19.01.2021 for classes 10<sup>th</sup> and 12<sup>th</sup> on voluntary basis following the SOP issued in Government order third read above. As the preparation of nominal roll requires presence of all candidates appearing in Board Examinations for X, XI and XII, it is essential to issue Standard Operating Procedure for collection of data and examination fee from students for preparation of Nominal Roll.

4. The Government after careful examination hereby issue orders, permitting the Director of Government Examinations to prepare Nominal Roll and to collect examination fees for the SSLC / Higher Secondary First Year and Second year Public Examinations for the current academic year 2020-21, and connected Administrative works respectively, duly following the Standard Operating Procedure(SOP) for the same in the Annexure to this order.

**(By Order of the Governor)**

**K.SHANMUGAM  
CHIEF SECRETARY TO GOVERNMENT.**

**To**

The Principal Secretary to Government,  
School Education Department, Chennai-9  
The Additional Chief Secretary and Commissioner of  
Revenue Administration, Chennai -05  
The Director of Government Examination, Chennai-6  
The Director of School Education, Chennai-6.

**Copy to:**

The Hon'ble Chief Minister Office, Chennai-09.  
The Special PA to Hon'ble Minister for Revenue and Disaster Management  
and Information Technology, Chennai-09.  
The Private Secretary to Chief Secretary to Government, Chennai-9.  
SF/SC.

**//Forwarded//by order//**

*Shanmugam*  
22/11/2021  
**SECTION OFFICER**

**Annexure**  
**Standard Operating Procedure (SOP) for collecting data**  
**from students for Preparation of Nominal Roll and**  
**Collection of Examination Fees from School Candidates**  
**for the academic year 2020-21.**

In order to prepare Nominal Roll of school candidates for the academic year 2020-2021 for 10<sup>th</sup> Standard and Higher Secondary First Year, data such as Name of the candidates (both in English and Tamil version), Date of birth, photo, Parent's name (both in English and Tamil), Cell number will be collected as the declaration form from the students and parents. Based on these data, Nominal Roll will be prepared and examination fee will also be collected from the candidates (except candidates who got exemption) during this process of work. Higher Secondary Second year Nominal Roll for the academic year 2020-2021 will be prepared based on the Nominal Roll made in previous academic year 2019-2020 prepared for the same candidates in Plus one. Examination fee for Second year alone will be collected (except candidates who got exemption) from students.

In G.O. (Ms) No.30, Revenue and Disaster Management (DM-IV) Department, dated 13.01.2021, Government have ordered for reopening of schools from 19.01.2021 onwards for classes 10<sup>th</sup> and 12<sup>th</sup> on voluntary basis following the SOP issued in G.O. (Ms) No.31, Revenue and Disaster Management (DM 4 (1)) Department, dated 13.01.2021. Since the preparation of nominal roll requires presence of all candidates appearing for Board Examination for classes X, XI and XII, the following Standard Operating Procedure (SOP) is provided so that social distancing norms are followed in schools while carrying out the work related to Nominal Roll preparation and collection of examination fees for the SSLC / Higher Secondary First Year and Second year Public Examinations for the current academic year 2020-2021 taking care of pandemic prevention requirements.

**I Social Distancing norms**

1. Declaration form / Examination fees should be collected from students / parents in their schools according to pre-assigned time slots to avoid queuing. Not more than 20 students/parents should be gathered during a slot of one hour.
2. Students / Parents in containment zones and undergoing quarantine due to travel shall be asked to come to school to give Declaration Form / Examination fees after the quarantine period is over or the containment zone is declared normal.

3. Proper boxes must be marked on the floor / ground to ensure social distancing in the queue.
4. The students / parents must come to school by wearing a face mask.
5. On the days of carrying out this work, social distancing norms shall be followed to avoid crowding at the gate and school premises.
6. The staff involved in this work must wear face mask and hand gloves.
7. Two class rooms must be earmarked as waiting halls for students/parents following social distancing norms. However, waiting of students/parents must be avoided to maximum extent.

## **II. Precautionary measures and sanitization:**

1. Prior to start this work daily, it should be ensured that the school premises along with furniture, hand rails, doors, windows etc. are disinfected properly.
2. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately in school premises. In addition, hand sanitizers shall be provided.
3. Thermal Screening of all Personnel / teachers / students / parents shall be done when they arrive to the school at the gate. (SOP for Thermal Screening is issued in G.O. (Ms) No.31, Revenue and Disaster Management (DM 4(1)) Department dated 13.01.2021 among other things.)
4. Personnel / teachers / students / parents shall only be allowed to enter the premises after washing their hands with soap / sanitizing. Suitable hand wash with soap / sanitization provisions shall be made at the entry and exit points of the schools and wherever required.
5. The handling staff shall disinfect his/her hands after receiving the declaration forms.

6. CEO's / DEO's shall communicate the **Government guidelines** for sanitization of public places to all schools / local bodies/health department officials for strict compliance by all concerned.
7. Wash areas, toilets, etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly.
8. The management of every school shall be responsible for the upkeep of their school premises according to these standards.

### **III. Social behavior for pandemic prevention**

1. The Head Masters / Principals shall ensure that a clean face mask is used by all /teachers/students/ personnel involved in the work.
2. Wearing of face mask shall be compulsory in all areas of the school premises. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/ fixtures/ railings /lifts/handles and other surfaces should be avoided.
5. Spitting should be strictly prohibited except in wash areas where the same should washed away in running water immediately.
6. Social distancing shall be maintained at all places.

### **IV. Other instructions**

1. Employees/ teachers/students/parents should be strictly instructed not to create any gathering inside the school premises.
2. The Head Masters / Principals shall be held responsible for adherence of guidelines in the schools and should carry out compliance checks frequently.

**K.SHANMUGAM**  
**CHIEF SECRETARY TO GOVERNMENT.**

/True copy/

*Shanmugam*  
*22/1/2021*  
**SECTION OFFICER**

