



Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- examconduct@rtu.ac.in

No. F-(23)/EXAM-CONDUCT/2019/5.216/44/6-24

Dated: 12/10/2020

Important Instructions, Guidelines & Advisory for Intermediate Even Semesters (Back) Examinations October-November, 2020

Dear Students,

University Examinations of Intermediate Even Semesters Back Students of B. Tech II, IV & VI Sem., BHMCT II, IV & VI Sem., B. Arch. II, IV & VI Sem., MBA II, MCA II & IV, M. Tech. II and M. Arch. II Sem. shall commence from 20th October, 2020. Following are the guidelines with regards to conduction of examinations considering COVID-19.

Conduct of Examination

- The examinations shall be conducted in physical mode observing all protocols of social distancing and taking safety measures against COVID-19 pandemic.
- These examinations will be held only for the Back/Re-Back/Old Back examinee category. Main examinee category students of these semesters have already been promoted vide RTU order/letter no. F(27)/RTU/COE/Exam/Sec/2020/2872-2877 dated 29.08.2020.
- Examinations of Mercy Back category which were scheduled earlier from 16th March 2020 and postponed on 19th March 2020 due to Covid-19 pandemic, will be scheduled later. Schedule for mercy back students will be issued separately.
- Examinations shall commence from **20th October, 2020**.
- Duration of examination shall be of **two hours for all courses**.
- Question papers are modified as per changed duration of examination Course wise applicable Question Paper pattern is given in attached sheet.

Enclosure-1

Examination Centre

- To ensure least problems to students, their college of study has been created the exam centre, if sufficient number of students are registered in that college. Otherwise, a nearby centre has been allotted as centre.
- Choice of city for allotment of exam centre different from their college of study have already obtained from the students. One more chance is again for city change option. Last chance for submitting online application at www.rtuexam.net → Student Panel is 13.10.2020 5.00 p.m.
- If any candidate is of Covid-19 positive (having proof), he/she should not be allowed for the exams.





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- If any candidate is symptomatic of COVID-19 but not declared positive should be allowed for examinations his/her exam. should be conducted in isolated room.
- Self declaration (as mentioned on admit card) shall be given by each examinee and his/her signature be put in self-declaration form in presence of invigilator.

Examination Shifts

- Examinations will be conducted in two shifts i.e. Morning Shift 11.00 A.M. to 1.00 P.M. and Evening Shift 3.00 P.M. to 5.00 P.M.

Morning Shift:-

II and IV Semester examinations of all courses shall be conducted in 11.00 a.m. to 1.00 p.m. shift on alternative days.

Evening Shift:-

VI semester examinations of all courses shall be conducted in 3.00 P.M. to 5.00 P.M. shift.

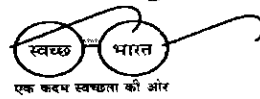
Note:- For detailed programme refer time table declared by the University and admit card of the student.

Special Examination

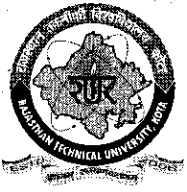
- Special examination shall be conducted for absentees, who could not appear in examination due to circumstances owing to COVID-19 pandemic, after normalcy in the State.
- For special examination, complete process of examination including examination form filling with examination fee to declaration of result will be done separately. Only those candidates will be permitted in special examination, who participated in this process.
- Candidates who already cleared in these October-November, 2020 examinations but desirous to improve their percentage shall not be allowed in special examination.
- Special examination will be scheduled along with odd semester examinations – 2020 or whatever the situation arises separate schedule shall be issued accordingly.

Improvement Examinations

- Improvement exams will be conducted at online/offline mode (as per convenience of students and college) based on components like Mid-Term Test based on objective type questions, Assignments, Quiz & Viva-Voce etc. Hard copy of the Mid-Term Test should be submitted by the students at concerned college in person or through post if conducted in offline mode OR through



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online mode, if conducted at online mode whatever the suitable mode for students and college.

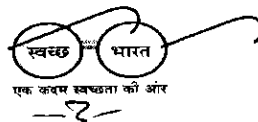
- Colleges may conduct Improvement Examinations prior to commencement of theory exams or immediate after the completion of exams., as per convenience and suitability.

General Guidelines

- SOP issued by GOI Ministry of Health and Family Welfare dated 02.09.2020 should be strictly followed. **Enclosure-2**
- Colleges having Hostel facility will be made available to desirous examinees. As far as possible single seated room facility shall be provided to them.
- Examinees shall be allowed with mask along with other permissible items only.
- During the examination, wearing of mask will be compulsory. Students may bring personal sanitizer during exam.
- Staff deputed for examination duties shall wear mask and follow social distancing norms strictly for entire duration of examination. They can wear hand gloves, if required.
- Entry of the examinees shall start **one hour** before the start of examination.
- In no case, any student shall be allowed after commencement of examination.
- Entry and Exit point of the college campus/premises shall preferably be more than one to maintain social distancing protocol. Entry and Exit points shall not be congested/ narrow.
- Centre Superintendent is responsible for conducting examination with full sanctity observing all protocols of social distancing and sanitization of examination centre before and after examination, so it is duty of each examinee to follow the directions of centre superintendent.
- **Kindly observe complete guidelines as laid down above.**

ADVISORY FOR EXAMINEES REGARDING COVID-19:-

Rajasthan Technical University (RTU) will implement Social Distancing measures as per the Central/State Government guidelines in current scenario of COVID-19 to ensure health & safety of the examinees. Adequate measures are implemented for safety of all in conduct of the Intermediate Semesters Back Examinations of session 2019-20. Examinees are also required to adhere the guidelines and observe Social Distancing and hygiene to ensure safety & health of their own and fellow examinees. For safety purposes, RTU strongly advises candidates not to bring anything other than permitted items.



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Preparation at centre:

1. Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
2. Before starts and after commencement of each examination the seating area will be thoroughly sanitized. All door handles, staircase railing, lift buttons, etc will be disinfected. Wheelchairs (if present at the venue) will also be disinfected.
3. Gap between 2 seats will be maintained as per RTU (6 feet distance) guidelines.
4. Hand Sanitizer/Soap will be available at entry and inside the exam venue at various places for examinees and exam centre staff to use.
5. Candidate must reach centre as per the Reporting time (10.00 a.m. for Morning shift and 2.00 p.m. for Evening shift) at Centre given in the Admit Card to avoid any crowding at the centre at the time of entry and to maintain social distancing.

Pre-Exam Preparation:

1. Candidate to check Reporting time (10.00 a.m. or 2.00 p.m. as per examination shift) at Centre given in the Admit Card and to reach centre as per Reporting time only to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. Candidate should read instructions completely and properly.
3. Candidates will be permitted to carry only certain items with them at the venue:
 - Candidate must bring their own Mask and wear it during the whole duration.
 - Exam related documents, Admit Card, Govt. issued ID card or college ID card, pen(s), pencil, scale, calculator (without memory) etc. Please refer Admit Card for more details
 - Simple transparent Ball Point Pen
 - Personal hand sanitizer (50 ml)
 - Personal transparent water bottle

At the time of Entry:

1. Candidates need to maintain a space of at least 6 feet from each other for all the time. Queue manager /ropes and Floor Marks will be arranged outside the centre. Examinees will follow the same.



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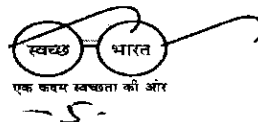
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2. Room number will not be displayed outside the premise of centre to avoid any crowding at any one place in any situation. Room chart should also be displayed inside the campus atleast 4-5 prominent and visible places.
3. Candidates will be required to sanitize hands by washing with soap and with Hand Sanitizer before entry in centre. Hand sanitizer/soap will be available at various locations in the centre.
4. Candidate should bring duly filled in Admit card and self declaration form as per instructions. Signature on self declaration form will be made in presence of invigilator.
5. Candidate should bring Identity Proof and other documents as advised under Point-3 of Pre-Exam Preparation.
6. Do not bring prohibited items at exam centre as there are no arrangements available for safe keeping your belongings.*
7. At time of entry, the filled in Undertaking on Admit Card, and body temperature (using Thermo Guns) will be checked and centre staff will guide you to respective room. Candidates are required to strictly adhere to instructions provided by centre staff.
8. Please observe that no-one will be denied permission to appear for examination, until he/she violates the covid-19 directives/advisories of Government (Central/State), misbehave/guilty of mal-practice and disorderly conduct as per Regulations R-14 on the day of exam and instructions mentioned in the Admit Card.

During Examination:

1. Blank answer book will be kept at each candidate's seat for answering of question paper. Blank answer book as well as filled answer book shall be not exchanged with any other examinee or at its table in any case.
2. Exam centre will sanitize each seat, table and entire rooms before start of examination and after completion of examination. Candidates can further sanitize the seat with his/her own sanitizer.
3. Candidates are required to sign on the attendance sheet after sanitizing hands with sanitizer.





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After Examination:

1. On completion of an exam, candidates will be permitted to move out in an orderly manner, one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.

You are requested to follow all guidelines and directions as mentioned above. This bears the approval from competent authority.

Thanking You.

- Encl.: 1. Revised Q.P. Pattern for Intermediate Semesters Back Examinations of Session 2019-20
2. SOP of Ministry of Health and Family Welfare dated 2 September, 2020.

(Prof. Dharendra Mathur)
Controller of Examination

Copy to:- for information and necessary action please

1. P.S. to HVC, RTU, Kota
2. Joint Secretary, Technical Education, Govt. of Rajasthan, Jaipur
3. Dean, Faculty Affairs, RTU, Kota
4. Registrar, RTU, Kota
5. Finance Comptroller, RTU, Kota
6. All AR's (Exam)
7. Data Processing Agency, RTU, Kota
8. Web Master: to upload it at RTU website
9. Student Help Line, RTU, Kota

(Satya Pal Yadav)
Assistant Registrar (Exam)