

# Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- [examconduct@rtu.ac.in](mailto:examconduct@rtu.ac.in)

No. F-(23)/EXAM-CONDUCT/2019/5.216/ 3311

Dated : 11/9/2020

## Important Instructions/Guidelines for Final Semester Examination to be held in September, 2020

**Dear Students,**

Subject: Guideline & Advisory for Even Semester Examinations September, 2020

In compliance of directions issued by state Govt. vide its letter no. F3(2)T.E./2019 dated 03.09.2020, University is conducting final semester, viz., B. Tech VIII Sem., BHMCT VIII Sem., MBA IV and M. Arch. IV Sem. Examinations from 21<sup>st</sup> September, 2020. Following are the guidelines with regards to conduction of examinations considering COVID-19.

- The examinations shall be conducted in physical mode observing all protocols of social distancing and taking safety measures considering COVID-19 pandemic.
- SOP issued by GOI Ministry of Health and Family Welfare dated 02.09.2020 should be strictly followed (copy attached).
- Examinations shall be scheduled from 21<sup>st</sup> September, 2020.
- Duration of examination shall be of two hours.
- Colleges having Hostel facility will be made available to desirous examinees. As far as possible single seated room facility shall be provided to them.
- Admit card shall be collected from concerned colleges well in time atleast one day prior to day of commencement of Examination.
- Admit card of those examinees, who have opted for change of city, shall download his/her admit card from University website [www.rtuexam.net](http://www.rtuexam.net) → student panel/or link provided at RTU website [www.rtu.ac.in](http://www.rtu.ac.in). If in case photo/or signature of the examinee is not available in the downloaded admit card, he/she must submit two photo at allotted centre and got it verified with Govt. photo ID proof from Center Superintendent of Examination Centre.
- Question papers shall be modified as under:-

### **For B. Tech:**

- Instead of five, three questions shall have to be answered selecting one question each from any three units out of five units.
- Max marks shall be 48 instead of 80.
- Min passing marks shall be 16 instead of 26.





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## **For M.B.A/BBA:**

- One compulsory question of Section B and any two questions from remaining 6 questions of Section A shall have to be answered.
- Max marks shall be 42 instead of 70.
- Min passing marks shall be 17 instead of 28.

## **For BHMCT:**

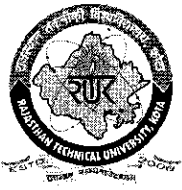
- Instead of five, any three questions shall have to be answered including Q. No. 1 and 2, which are compulsory.
- Max marks shall be 48 instead of 80.
- Min passing marks shall be 20 instead of 32.
- Results will be prepared as per prevailing scheme after conversion of marks.

## **Examination Centre**

- In order to reduce number of students assembling at the examination centre, two Branches Groups for B.Tech. Course have been made of total registered students so that they could appear in examination each day on the basis of branch-wise division. Details of branch-wise division has already provided with the time table.
- Choice of city for allotment of exam center different from their college of study have also obtained from the student.
- Examinations shall be conducted each day from 11:00 AM to 01.00 PM. Reporting time at the Examination Centre will be 10.00 AM.
- If any candidate is of Covid-19 positive (having proof), he/she should not be allowed for the exams.
- If any candidate is symptomatic of Covid-19 but not declared positive be allowed for examinations, But his/her exam. be conducted in isolated room.
- Self declaration (as mentioned on admit card) should be given by each examinee. His/her signature be obtained in self-declaration form in presence of invigilator.
- Standard Operating Procedures (SOP) for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
- Before start and after completion of each examination the seating area as well as entire premises 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.
- Gap between 2 seats will be maintained as per RTU (6 feet distance) guidelines.
- Candidate must reach centre as per the Reporting time (10.00 a.m.) at Centre given in the Admit Card to avoid any crowding at the centre at the time of entry and to maintain social distancing.



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## **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.
- Students having obtained 'back papers' after result declaration of final semester examination held in September month, shall also be allowed in the special examination.
- 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 furnished the details in this process.
- Candidates who already cleared in this September, 2020 examinations but desirous to improve their percentage shall not be allowed in special examination in no case.
- Special examination will be scheduled along with odd semester examinations - 2020 or whatever the situation arises. Separate schedule shall be issued accordingly.

## **Practical Examinations**

- External Practical exams will be conducted at online/offline mode (as per convenience of students and college) based on components like quiz & viva and online submission of project report etc. Hard copy of the project report and seminar should be submitted by the students at concerned college in person or through post, whatever the suitable mode for student and college.
- Time slot for conduction of practical exams. is 25.09.2020 to 07.10.2020. College will be issued detailed programme for practical examinations within time slot given by RTU.

## **General guidelines**

- 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.
- Entry of the examinees shall start **one hour** before the start of examination i.e. 10.00 am and upto 10.45 am.
- In no case, any student shall be allowed after commencement of examination.
- Entry and Exit points of the college campus/premises shall preferably be more than one to maintain social distancing protocol.
- Hand wash/sanitization facility shall also be provided at Entry/Exit points and other placed also.



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- Examinees shall be responsible for maintaining the full sanctity observing all protocols of Examination Regulations, social distancing and sanitization of examination centre before and after examination.

## ADVISORY FOR EXAMINEES REGARDING COVID-19:-

Rajasthan Technical University (RTU) is implementing 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 final semester examinations 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.

### Pre-Exam Preparation:

1. Candidate to check Reporting time (10.00 a.m.) 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(s), scale
  - 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.
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.



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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/Self declaration form 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/RTU), misbehave/guilty of mal-practice and disorderly conduct as per RTU Examination 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 not be 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 his/her the seat with his/her own sanitizer.
3. Candidates are required to sign on the attendance sheet after sanitizing hands with sanitizer.

## 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 of competent authority.

Thanking You.

Encl. : SOP of Ministry of Health and Family  
Welfare dated 2 September, 2020.

(Prof. Dharendra Mathur)  
Controller of Examinations

