

# **NOTICE: EXAMINATION**

Ref.: EC-19/ 36

03 September 2020

## **Attention: All Final Year Students**

### **End Sem Examination**

This has reference to AKTU Circular No. ए०के०टी०यू०/प०नि०का०/2020/4035 Dated 31 August 2020 regarding instructions and COVID-19 guidelines to appear in the external exams schedule to be conduct w.e.f. 08 September 2020.

The following is for you before appearing in the examination :-

#### **What the students can carry in the examination hall:**

- (a) A face mask big enough to cover the both nose and mouth of the candidate. In case, the student does not have any mask or the mask used by the student is inadequate, exam centre will provide a disposable mask to the student.
- (b) A small transparent bottle (about 50 ml capacity) of hand sanitiser. (Examination centre will also make arrangement for hand sanitiser for each examination room and help the candidates not having any sanitiser for hand sanitization.)
- (c) Two passport size photographs.
- (d) Non-programmable calculator as recommended by the university.
- (e) A valid photo ID proof (Institute ID card/PAN card/Aadhaar card/Driving License or Voter ID Card)
- (f) A transparent water bottle for drinking water.
- (g) If the candidate wishes to use hand gloves during the examination, he/she may be allowed to carry and use disposable hand gloves during the examination.

***NOTE: Students are strictly advised against carrying any mobile/tablet and any such electronic devices except (non-programmable calculators) to the examination hall. As per the university rules, possession of any such device in the examination hall shall be treated as Unfair Means and the action against such candidates will be taken as per the university UFM rules.***

**Entry at the exam centre:**

- (a) Candidates will report at least one hour prior to the start of the examination as mentioned in their admit cards.
- (b) Exam centres will ensure that the students stand in a queue adhering to the social distancing norms.
- (c) The staff will check the body temperature of the student using non-contact type thermos gun.
  - (i) If the body temperature is  $< 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$ , the candidate will be allowed to enter the exam centre to verification desk where he/she will show his/her admit card and a valid id from a safe distance to the exam centre staff. The exam centre staff, after verification of the student will guide the student to his/her examination room with help of a seat allocation chart available with him.
  - (ii) If the body temperature is  $> 37.4^{\circ}\text{C}/99.4^{\circ}\text{F}$ , the candidate will be sent to a special isolation room where his body temperature will again be taken after a lapse of 15 to 20 minutes. In this time, their temperature may become normal. If not, then they will be allowed to appear in the examination in a separate room specially assigned for such students.
- (d) No physical frisking of the students will be conducted. However, they will be informed not to carry any objectionable material like mobile etc. with them to the examination hall. If any such item is recovered inside the hall, it will be treated as Unfair Means and accordingly disciplinary action will be initiated as per the university UFM rules.
- (e) Candidates will have to sanitise their hands before entering the examination hall.

(f) They shall display their documents to the exam centre staff from a safe distance. The staff will not touch the documents of the candidates during this entire process.

(g) No entry will be allowed in the examination centres after the start of examination.

### **Examination process:**

(a) Students will enter the examination hall only after thoroughly sanitising their hands.

(b) Students must wear the mask during the entire period of the examination. If they don't have a safety mask, the examination centres are advised to provide them a disposable mask.

(c) The students will report to the invigilator present in the examination hall from a safe distance. They will show their admit cards to the invigilator who will guide them to their seat as per the seating plan.

(d) They will sign the attendance sheet available with the room invigilator before proceeding their designated seats. The students will again sanitize their hands after signing the attendance sheet.

(e) All tables and chairs in the examination hall will be thoroughly sanitised before the start of the examination.

(f) During the examination, invigilators will monitor the students from a safe distance.

(g) Students will not be allowed to leave the examination hall before the completion of the exam. They can however, may be allowed to visit the toilets one at a time.

(h) University assigned agency will visit the examination halls to carry out the contactless face biometric of the students and barcode scanning of answer booklet, admit card and the question booklets. Invigilators will coordinate with the technical person in collecting these data from a safe distance.

(i) After the examination, students are advised to leave the OMR sheets on the table and leave the examination hall in queues, one at a time, while observing the physical distancing.

(j) Once the students leave the examination hall, the invigilators will collect the used OMR from the students' desks in orderly manner. They will also ensure that the students have filled the details on the OMRs correctly and then put their signature/initials at the appropriate place on the OMR and count the OMR sheets.

(k) Invigilators will again sanitize their hands after this work.

(l) After counting they will hand over the OMR sheets to the collection counter in the control room from a safe distance. The collection room staff will count the OMR sheets and place them inside a sealed envelope along with the copy of the attendance sheet.

(m) Once the process is over the invigilator and the collection room staff will sanitize their hands again.



(Prof. R. K. Jaiswal)

Director General

**Distribution:**

- (i) List A: 2. 3.
- (ii) List B: All
- (iii) List C: All
- (iv) List D: Web Administrator: Dr. Ashish Awasthi (Asstt. Professor, MCA Deptt.)  
[share.srmgpc.local](mailto:share.srmgpc.local)

## SELF DECLARATION

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_  
resident of \_\_\_\_\_, do hereby  
declare the following:

1. I have read the Instructions, guidelines and relevant orders of Govt of India pertaining to COVID-19 pandemic. I have read information bulletin, instructions and notices related to my examination available at the AKTU, Lucknow website.
2. I have in the last 14 days (please write Yes/No, wherever applicable):

- a. The following flu-like symptoms:

**Fever (Yes/No) .....**      **Cough: (Yes/No) .....**      **Breathlessness (Yes/No) .....**

**Sore Throat/Runny Nose (Yes/No) .....**,      **Body Ache (Yes/No) .....**

Others-Please Specify:

- b. Been in close contact with a confirmed case of Covid-19 ('Close contact" means being at less than one-meter distance for more than 15 minutes) (Yes/No) .....
- c. Not been in close contact with a person suffering from COVID-19 and am NOT under mandatory quarantine (Yes/No) .....
- d. 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. I/we understand that the health and wellbeing of our community is our first priority; therefore, the centre reserves the right to deny entry to its premises.
4. I/we have read the "Examination instructions and COVID-19 guidelines for Final Year Examination 2019-20" and I/we undertake to abide by the same.

Candidates photo (same as in the admit card)	Candidate's signature	Parent's Signature
	Candidate's Mobile No.	Parent's Mobile No.