

Rajasthan Technical University, Kota

No. F(27)/RTU/Exam. Cond./COE/2020/460

Date: 17/06/2020

The Director/Principal

All affiliating colleges

RTU, Kota

Subject: Even Semester Examinations – 2020

Dear Sir,

In compliance of advisory issued by THE state Govt., University is planning to conduct final semester, viz., B. Tech VIII Sem., BHMCT VIII Sem. and MBA IV Sem. End-Term Examinations after second week of July 2020. You are requested to do necessary preparations for conducting examinations and inform students to prepare themselves for the same. Following are the guidelines with regards to conduction of examinations considering Corona outbreak.

Conduct of Examination

- If situation permits, the examinations shall be conducted in physical mode observing all protocols of social distancing and taking safety measures against COVID-19 pandemic.
- Examinations shall be scheduled tentatively from 16 July.
- Duration of examination shall be of two hours and thirty minutes.
- Question papers shall be modified as under.

For B.Tech:

- Instead of five, four questions shall have to be answered selecting one question each from any four units out of five units.
- Max marks shall be 64 instead of 80.
- Min passing marks shall be 21 instead of 26.

For M.B.A:

- One compulsory question of Section B and any three questions from remaining 6 questions of Section A shall have to be answered.
- Max marks shall be 56 instead of 70.
- Min passing marks shall be 23 instead of 28.

For BHMCT:

- Instead of five, any four questions shall have to be answered including Q. No. 1 and 2, which are compulsory.
- Max marks shall be 64 instead of 80.
- Min passing marks shall be 26 instead of 32.

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Rajasthan Technical University, Kota

- Results will be prepared as per prevailing scheme (20:80 B.Tech. and 30:70 for MBA) after conversion of marks.

Examination Center

- In order to reduce number of students assembling at the examination center, only 50% of total registered students shall appear in examination each day on the basis of branch-wise division. Details of branch-wise division shall be provided in the time table.
- To ensure least problems to students, their college of study shall be the exam center, if sufficient number of students (Min. 60 as Main Examinee) are registered in that college. Otherwise a nearby center shall be allotted. In case option of exam center in same city/nearby place is not available than same college will be the examination center even if number of registered students is less than 60.
- Students may also give choice of city for allotment of exam center different from their college of study. For this, a form shall be made available online, separately.
- Examinations shall be conducted each day from 10.30 AM to 01.00 PM.
- In no case any examinee symptomatic to Covid-19 shall be allowed at the center.

Special Examination

- Special examination shall be conducted for absentees who could not appear in final semester examination due to circumstances owing to COVID-19 pandemic.
- Students having obtained 'back papers' after result declaration of final semester examination 2020, shall also be allowed in the special examination.
- For special examination, complete process of examination including examination form filling with submission of 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 final semester examination but desirous to improve their percentage shall not be allowed in special examination.
- Special examination will be scheduled along with odd semester examinations – 2020.

Mid-Term marks/Practical/Sessional Examinations

- Internal assessment should be completed by 30th June for all courses. Marks filling will start after 1 Aug. for B.Tech. and after 10 Aug. for MBA and BHMCT course.

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Rajasthan Technical University, Kota

- Practical and Project examinations in physical mode may be scheduled from 23rd July onwards for B.Tech. and from 1st August for MBA and BHMCT by conducting examinations in a smaller group.

General guidelines

- Examinees shall be allowed with mask along with other permissible items only.
- During the entire examination period 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 also wear hand gloves, if required.
- Entry of the examinees shall start 45 minutes 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.
- Hand wash/sanitization facility shall also be provided at Entry/Exit points.
- Room Superintendent (R.S.) shall be appointed for every **15** students with minimum of one R.S. in each room. Rest staff shall be appointed as per prescribed limit. Small rooms having seating capacity below 15 may be avoided. Internal Flying Squad members shall also work as reliever of Room Superintendent, if required.
- Centre Superintendent shall be responsible for conducting examination with full sanctity observing all protocols of social distancing and sanitization of examination centre before and after examination.

Kindly observe complete guidelines as laid down above. If your center is being used as quarantine center/covid-19 office by local administration, you are requested to take necessary steps to get it free before 1 July in order to perform complete sanitization of building and premises. We are also requesting TED to help us in getting all affiliating colleges free from quarantine center before 1 July 2020.

With sincere regards and best wishes,



Prof. D. Mathur
Controller of Examinations