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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)
Kukatpally, Hyderabad – 500 085 Telangana (India)
ACCREDITED BY NAAC WITH 'A' GRADE

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**Professor of Computer science and Engineering &
DIRECTOR OF EVALUATION**

Letter No EB /OLE/833

Date: 05-10-2020

To

The Principals,

Constituent and Affiliated colleges offering B.Tech. /B.Pharm Courses, JNTUH

Dear Sir/Madam,

Sub: JNTUH - Exam Branch – Guidelines for conducting mid exams and external Lab exams –
Reg.

Ref: Our earlier letter with Covid-19 guidelines Lr. No. EB/806/2020, dated: 04-06-2020

The Principals are informed to note that the lab external examinations of I-II, II-II and III-II B.Tech/B.Pharm courses should be either conducted at the Parent college or the college which is in the neighborhood of residence of the student. In the lines similar to final semester theory exams, the preferences of exam center for writing the lab exams may be collected from the students. These preferences may be uploaded to the University portal on or before 14-11-2020. The B.Tech/B.Pharm colleges may choose to conduct the lab external exams of I-II, II-II, III-II may be preferably conducted on one single day (one exam in FN and one exam in AN) for each student to give comfort to the students. These examination should be scheduled during from 28-11-2020 to 01-12-2020.

The second mid-term examinations B.Tech. / B.Pharm I-II, II- II, III-II shall be conducted dates 6-10-2020 to 31-10-2020 either in the form of viva exam or in the form of online exam.

If the colleges choose to conduct the viva-exam mode, the following guidelines may be followed: a) Two faculty members should act as examiners for each subject. b) The viva-exam and the evaluation must be done candidate-wise. c) Two examiners and one student must be in online mode at the same time. d) All the video proceedings must be recorded. e) Each examiner should ask minimum five questions for each student. f) If a student answers a question, to assess the depth of understanding a few ancillary questions on the same question may also be asked. g) The viva exam questions should assess the conceptual understanding of the subject and should be difficult to predict the questions by the student. h) The examiners should evaluate independently and submit their marks to head of the dept. or the section/class in-charge. These marks awarded by two examiners are to be averaged to compute the marks of Mid-II marks of each student.

If the colleges choose to conduct the exams in online mode, the colleges may conduct the exams either in descriptive mode or objective mode. The application/platform to conduct the exam and mode of transfer of student answers/answer sheets need to be identified by the individual colleges only.

There will be no online classes of add semesters of B.Tech. / B.Pharm from 05-11-2020 to 27-11-2020 due to I-II, II- II, III-II Regular exams. The Academic calendars will be modified, accordingly

| S.No | Event | Starting Date | Ending Date |
|------|---|---------------|-------------|
| 1. | Conducting of II Mid Term Examinations For I-II, II- II, III-II | 6-10-2020 | 31-10-2020 |
| 2. | Conducting of I and II Mid Term Examinations For B.Pharm I Year II sem | | |
| 3. | Uploading of II Mid Term Examinations marks For I-II, II- II, III Year II Sem | 02-11-2020 | 05-11- 2020 |
| 4. | Service for uploading / modifying of students centre preference for writing their Spell-3 theory exams | 08--10-2020 | 14--10-2020 |
| 5. | Final list of students allotment to different centers will be made available in portals from 20-10-2020. | 20-- 10 -2020 | |
| 6. | Uploading of students centre preference for writing External Lab Exams | 12-11-2020 | 14/11/20 |
| 7. | Intimation of students allotted centers for writing their External Lab Exams | 19-11-2020 | |
| 8. | Conducting of Lab Externals | 28-11- 2020 | 01-12-2020 |
| 9. | Uploading External Lab marks | 2-12-2020 | 04-12-2020 |
| 10. | Submission of hard copy of Lab Award lists/ Consolidated Internal Marks | 06-12-2020 | |
| 11 | I-II, II- II, III Year II Sem CBT exams notification will be issued on | 13-11-2020 | |
| 12 | I-II, II-II, III Year II Sem CBT Exams commencement date | 3-12-2020 | |

If any student desires to change the centre, for all such request, Rs 1000/- per candidate per semester exam is to be transferred to Registrar (Exam) account. However, if the new centre is in the same cluster or within a distance of 10 kms, such request will not be entertained. Similarly, if accommodation is not available in any of the opted centers, another college with in the same cluster will be allotted.

Advisory for the candidates and special instructions regarding Covid-19 to conduct of examination and other important guidelines are enclosed as Annexure to this letter.

The cooperation of the Principals is highly solicited.

Thanking you

Yours Sincerely

DIRECTOR OF EVALUATION

A. Instructions to the Principals to comply with Covid-19 pandemic:

The Principals of the colleges are informed to note the following advisory due to Covid-19 pandemic, while making preparations and conducting the semester examinations:

- 1) All the students and staff members must wear masks while they are on the campus.
- 2) Thermal scanning has to be carried out at the place of entry into the campus to all students and the staff.
- 3) Sanitizers are to be provided at the entrance of the campus/building and the security on-duty must ensure that every staff member / student clean their hand with the liquid sanitizers. The security should allow those, who only wear masks.
- 4) Social distancing measures must be implemented as per Government guidelines in current scenario of Covid-19 to ensure health and safety of the candidates at every place viz. inside the examination halls, places of common amenities like wash rooms and while walking on the roads in the campus.
- 5) Appropriate measures need to be taken to maintain sufficient distancing while operating the college buses.
- 6) All the examination halls and college buses are to be sanitized on regular basis.
- 7) If any student falls sick, he/she should be kept in isolated place; proper care and appropriate first aid treatment must be rendered.
- 8) It is advisable to maintain the same seating plans and seating places for the students who appear for all regular examinations (However this provision may not be feasible to supplementary examinations).
- 9) The examination hall seating arrangements should be such that, only one person per bench is to be allocated (students should be seated either left extreme place or right extreme place on the 3/4 seater bench) and in successive benches the seating may be arranged in zigzag manner, so that the students sitting on successive benches do not sit in one single row.
- 10) Each class room must be allocated to not more than half of the original allotment of students; ie a class room used for 24 students in the earlier semester exams, is to be used for not more than 12 students.
- 11) Students must be permitted to bring their own water bottles and hand sanitizers. Sharing of pens or any other stationary items among the students is strictly prohibited in the exam hall.

B. Instructions to be followed in the examination hall due to Covid-19 pandemic (by the invigilators):

- 1) The room invigilators should sign on all the answer student booklets immediately after entering the exam hall and before issuing the booklets to the respective students.

- 2) The student signature on the Nominal roll need not be taken; instead the invigilator should visit the seat of the student, verify the hall-ticket from a distance, check whether he/she signed on the front page of the answer booklet and ascertain whether he/she sits at the allotted place and put a right mark at the space allocated for student signature in the nominal rolls.
- 3) Students are permitted to bring their own water bottles and hand sanitizers. Sharing of pens or any other stationary items among the students is strictly prohibited in the exam hall.
- 4) On completion of the exam, the students should be permitted to move out in an orderly manner one candidate at a time. The students should not get up from their seats until advised by the invigilator.