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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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DIRECTOR OF EVALUATION

Letter No EB /OLE/816 Date: 07-09-2020

To

The Principals,

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

Dear Sir/Madam,

Sub: JNTUH - Exam Branch – Guidelines for conducting mid exams and external 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 examinations of final semester B.Pharm.course 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 16-09-2020. The Pharmacy College may choose to conduct both the lab exams of final semester B. Pharm. course 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 during from 28-09-2020 to 3-10-2020.

The second mid-term examinations of final semester B.Tech. / B.Pharm / MBA shall be conducted either in the form of viva exam or in the form of online exam.

If the college 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 asses 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 are to be averaged to compute the marks of Mid-II marks of each student.

If the colleges choose to conduct the exams in the online mode, the colleges may choose to 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.

The B.Tech. / B.Pharm. / MBA students who could not attend for the project-viva exam due to internet connectivity problems, shall be given an opportunity to appear for the project viva exam. The project viva exam for such students should be scheduled during 28-30 September, 2020. All such registrations should be completed before 16-09-2020 through online registrations portal.

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

ANNEXURE-I

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.

C. General guidelines

With regard to the duration of exam and promotion to next year, due to Covid-19 pandemic, following guidelines may be noted in compliance of the UGC/TSSCHE guidelines:

- 1) All the end-semester examinations shall be conducted for a duration of two hours. However the maximum marks of external exams shall remain the same. The timings of semester examinations are 10:30AM to 12:30PM in the forenoon session and 2:30PM to 4:30PM in the afternoon session. The examinations of some branches shall be held in the forenoon session and other branches shall be held in the afternoon session. Please refer the detailed timetables for more details.
- 2) Due to the CET examinations, it is necessitated to conduct the semester examinations on two Sundays (20-09-2020 and 27-09-2020).
- 3) The pattern of examination shall be “Five out of eight question pattern”. There shall be no compulsory section with short answer questions. The questions shall be set/moderated such that the students can comfortably answer each question within 20 minutes time.
- 4) There shall be no credit based detentions for the academic year 2020-21. This relaxation is applicable to all the regular students as well as to all the students who detained in previous academic years (and not attending the classes) due to shortage of credits. However every student has to pass the University exams for all the subjects whenever the exams are conducted to acquire the credits.
- 5) The semester-end examinations shall be conducted at respective parent colleges only. There will be no shuffling of the students from Parent College to host college. However for the colleges which have applied for progressive closure and the colleges where the number of students enrolled for the examinations are less than a specified threshold, one of the nearby colleges shall be identified for their students to write the semester examinations.
- 6) If any student is unable to attend the IV B.Tech. / B.Pharm. II semester exams due to mobility restrictions caused by corona pandemic, such students can appear for the advanced supply exams which shall be scheduled within two months after the conduct of regular B.Tech. / B.Pharm. II semester exams. It will be not treated as supplementary exams for those students who do not appear for even a single exam.