



Guidelines to conduct semester end examinations of UG & PG courses

Sub: CMRCET-Exams- Covid-19 pandemic – Certain guidelines to conduct semester examinations of UG and PG courses-Reg.

All concerned are informed to note the following guidelines necessitated due to Covid-19 pandemic, with regard to conduct of examinations.

1. All the students and staff members must wear masks while they are in the campus.
2. Sanitizers are provided at the entrance of the campus/building and the security on-duty will ensure that every staff member / student sanitize their hands with the liquid sanitizers. The security will allow those, who only wear masks. Though college is taking utmost care, all the students and staff are advised to carry their own hand sanitizers for ensuring safe environment around.
3. Social distancing (minimum 6 feet) should be maintained at every place viz. inside the examination halls and places of common amenities like canteen etc.
4. Thermal scanning will be carried out at the place of entry into the campus to all students and the staff.
5. Appropriate measures will be taken to maintain sufficient distancing while operating the college buses.
6. All the rooms where the examinations are conducted, the laboratories and college buses are being sanitized on regular basis.
7. If any student falls sick, he/she will be kept in isolated place; proper care and appropriate first aid treatment will be rendered.
8. The seating plan and seating place for the students who appear for all regular examinations will be same (However this provision may not be feasible to supplementary examinations).
9. The student shall collect Hall Ticket on the day of exam only directly from room invigilators. You are advised not to come to college separately for taking Hall Ticket.
10. Though college is providing clean and pure drinking water, all the students are advised to carry their own drinking water bottles if possible, so that contacting can be minimized. Water will not be provided by the servants during the examinations and also they are not allowed to go outside the examination hall, hence all the students are advised to carry their own drinking water bottles.
11. You are also advised to carry own food and avoid eating in canteen or outside.

With regard to the conduct of examinations during Sept/Oct/Nov 2020, following new procedures have been proposed, in compliance of the UGC/TSSCHE/JNTUH guidelines, due to Covid-19 pandemic:

- 1) All the end-semester examinations shall be conducted for duration of two hours. However the maximum marks of external exams shall remain the same.
- 2) The pattern of examination shall be

For UG programme: Part-A carries 10 marks, consisting of 10 short answer questions of which student has to answer any 5 of 2 marks each. Part-B carries 60 marks, consisting of 7 long answer questions of which student has to answer any 4 of 15 marks each

For PG programme: Part-A carries 10 marks, consisting of 5 short answer questions of which student has to answer any 2 of 5 marks each. Part-B carries 60 marks, consisting of 7 long answer questions of which student has to answer any 4 of 15 marks each.

- 3) The Mid-II examination shall be scheduled along with Regular end semester examination to minimize the student travel to the college. The timings are given in the time table.
- 4) If any student is not in a position to appear regular examinations due to Covid-19 may appear advanced supplementary examinations, however he/she has to submit a requisition letter to coe@cmrcet.org mail .so that regular examination fee would be adjusted against advanced supplementary examinations. If no request is received and student is absent for the regular examinations, and then examination fees will not be carry forwarded to supplementary examination. If any student is absent for one or more subjects and appeared for remaining subjects, then the examination fee will not be carry forwarded to supplementary examination.
- 5) The Mid examination is of 50 min duration, the Question paper pattern is of 2 out of 3 i.e three questions will be given of which student has to answer any two. The two questions attempted will carry equal marks.

The cooperation of all stake holders is highly solicited for the smooth and successful conduct of semester examinations.



Copy Submitted to : Secretary Garu - for your kind information pl.
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