

प्रो० राजीव कुमार
परीक्षा नियंत्रक



डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय, उ०प्र०
(पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय, लखनऊ)
सेक्टर-11, जानकीपुरमविस्तार, लखनऊ, उ०प्र०-226031

पत्रांक सं० : ए०के०टी०यू०/प०नि०का०/2020/4398

दिनांक: 15 जनवरी, 2021

सेवा में,

निदेशक/प्राचार्य,
डा० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय,
उत्तरप्रदेश, लखनऊ से सम्बद्ध समस्त संस्थायें।

विषय: कोविड-19 महामारी अथवा अन्य कारणों से सत्र 2019-20 के अन्तिम वर्ष की सम सेमेस्टर परीक्षा/कैरीओवर परीक्षा में प्रतिभाग न कर पाने वाले छात्र/छात्राओं की पुनः परीक्षाएं तथा सत्र 2020-21 के विषम सेमेस्टर के रेगुलर एवं कैरी ओवर छात्रों की परीक्षाओं हेतु दिशा-निर्देशों के सम्बन्ध में।

महोदय,

कृपया अवगत कराना है कि विश्वविद्यालय द्वारा कोविड-19 महामारी अथवा अन्य कारणों से सत्र 2019-20 के अन्तिम वर्ष की सम सेमेस्टर परीक्षा एवं कैरीओवर परीक्षा में प्रतिभाग न कर पाने वाले छात्र/छात्राओं की पुनः परीक्षाएँ तथा सत्र 2020-21 के विषम सेमेस्टर के रेगुलर एवं कैरी ओवर छात्रों की परीक्षाएँ दिनांक 18 जनवरी, 2021 से दिनांक 26 मार्च, 2021 के मध्य आयोजित कराया जाना प्रस्तावित है। कोरोना महामारी के दृष्टिगत विश्वविद्यालय अनुदान आयोग, नई दिल्ली, ए०आई०सी०टी०ई०, नई दिल्ली, एवं उ०प्र० शासन द्वारा समय-समय पर जारी दिशा-निर्देशों तथा संलग्न दिशा-निर्देश के अनुसार उक्त परीक्षा के सफल, सुचारु एवं पारदर्शी रूप से संचालन एवं सम्पन्न कराने में अपना सहयोग देने का कष्ट करें।

अतः आपसे अनुरोध है कि उक्त से अवगत होते हुए अपने संस्थान के छात्र/छात्राओं को सूचित करते हुए आवश्यक कार्यवाही करने का कष्ट करें।

संलग्नक: यथोक्त।

भवदीय
15/1/2021
(प्रो० राजीव कुमार)
परीक्षा नियंत्रक

पृष्ठांकन संख्या व दिनांक: उपरोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. कुलसचिव, ए०के०टी०यू०, लखनऊ।
2. वित्त अधिकारी, ए०के०टी०यू०, लखनऊ।
3. अपर/संयुक्त/उप परीक्षा नियंत्रक, ए०के०टी०यू०, लखनऊ।
4. स्टाफ आफिसर, कुलपति, ए०के०टी०यू०, लखनऊ को मा० कुलपति महोदय के अवलोकनाथ।

(प्रो० राजीव कुमार)
परीक्षा नियंत्रक

Examination instructions and COVID-19 guidelines for ODD Semester Examination 2020-21 (Jan 18, 2021 to Mar 26, 2021)

These are brief guidelines about the changes introduced in the ODD semester examination 2020-21 (including the left over examinations of even semester 2019-20) of Undergraduate Students of various courses and postgraduate students of M Tech/M Pharm/M Arch.

Issue of Admit Cards:

The verification lists of the students have been uploaded in the university login of the institute. The institutes are advised to verify and approve the eligible students from that list. Once verified and approved by the institute, the admit card will automatically displayed in the student login and student can then download it from their university login.

Students are advised to carry their admit cards along with a valid personal id while they commute to their examination centres. ***Carrying admit card to the examination centres is mandatory, failing which the student will not be allowed to appear in the examination.***

Students are also expected to hand over the self-declaration forms at the examination centres while reporting for the examination for the first time. It is mandatory for the students to submit the self-declaration form, duly signed by them and their guardian, before appearing in the examination. The format for the self-declaration is given at the end of this letter.

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.
- b. A small transparent bottle (about 50 ml capacity) of hand sanitizer. (Examination centre will also make arrangement for hand sanitizer for each examination room and help the candidates not having any sanitizer 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.

Safety Measures at the examination centres:

- a. The exam centres will be sanitised daily before the start of the examination.
- b. All desks and chairs will be thoroughly sanitised before the examination during each session.
- c. All those deputed on exam duty will be wearing facemasks and gloves.
- d. Sanitiser bottles will be kept at the entry gate, examination halls, examination control rooms. These will be refilled from time to time.
- e. All washrooms will be thoroughly disinfected.
- f. All door handles, staircase railings, lift buttons etc. will be disinfected daily.
- g. All trash bins will be emptied and thoroughly disinfected.

- h. Notice boards will display the Covid-19 advisory for all students.
- i. Centre shall make proper arrangement at the entry point so that social distancing is ensured during the entry of the students to the examination centre.
- j. Markings will be made on the floor to ensure that the social distancing norms are maintained by the students while in queue.
- k. Seating arrangement will not be displayed at the entry point of the exam centres to avoid crowding.

Seating Arrangement:

In order to ensure proper physical distancing inside the examination halls, the candidates will be seated in alternate seats. Exam centres are advised to follow the seating norms as suggested by the UGC, New Delhi.

Students having symptoms of cold, cough and fever should be made to sit in a separate isolation room to appear in their examination.

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.
 - 1. 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.
 - 2. 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 examination hall premises, it will be treated as Unfair Means and the disciplinary action will be initiated as per the university UFM rules.
- e. Candidates will have to sanitize 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 sanitizing their hands.
- b. Students must wear the mask during the entire period of the examination.
- 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 sanitized 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. After the examination, students are advised to leave the Answer Booklets on the table and leave the examination hall in queues, one at a time, while observing the physical distancing.
- i. Once the students leave the examination hall, the invigilators will collect the used Answer Booklets from the students' desks in orderly manner. They will also ensure that the students have filled the details on the booklets correctly and then put their signature/initials at the appropriate place on the booklets.
- j. Invigilators will again sanitize their hands after this work.
- k. After counting the booklets, invigilators will hand over the booklets to the collection counter in the control room from a safe distance. The collection room staff will count the booklets and place them inside a sealed envelope along with the copy of the attendance sheet.
- l. Once the process is over the invigilator and the collection room staff will sanitize their hands again.

For other instructions, you are advised to refer the UGC SOP for examination conduction attached with this letter.

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 st city	2 nd city	3 rd city	4 th city
Name of cities/country				
Date of arrival in centre city				

3. I/we understand that the health and well being 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.