



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY
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REGISTRAR

Lr. No.JNAFAU/DE/COVID – 19 Guid.lines/Exams/2020

Date: 16/11/2020

To,
The Principals,
JNAFAU Constituent and Affiliated Colleges,

Sir/Madam,

Sub: JNAFAU, Hyd. – Exam Branch – Guidelines for Conducting External Exams – Reg.

Ref: 1. COVID - 19 Guidelines given by the Central/State Govt.

2. UGC Guidelines, dated: 05/11/2020

3. Note orders, dated: 11/11/2020

This is to inform you that, the exams for UG programmes are commencing from 1st December 2020. As most of the programmes consist of Theory and Drawing based subjects, the exams have to be conducted through offline mode only. In this regard all the Principals are requested to follow the below mentioned Guidelines in view of COVID – 19 pandemic.

A. General Guidelines:

- 1) If any student is unable to attend the regular semester exams due to mobility restrictions caused by Covid -19 pandemic, such students can appear for the advanced supply exams two months after the conduct of regular exams. It will not be treated as supplementary exams for those students, who do not appear for even a single exam.

- 2) The Principal or Chief Superintendent of the exam branch of their respective colleges is responsible for implementation of the following guidelines.

B. 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 follow the advisories/guidelines/directions issued by the Central/State Govt., Ministry of Education & UGC from time to time to prevent the spread of COVID – 19.
- 2) Safety measures including sanitization of premises like examination halls washrooms etc., thermal screenings, ensuring physical distancing, face –cover/mask wearing, respiratory hygiene and hand hygiene etc.
- 3) Crowding must be avoided at entry and exit points of the college and if there are multiple entry/exit points all the gates should be monitored to avoid crowding.
- 4) If any student falls sick, he/she should be kept in isolated place, proper care and appropriate first aid treatment must be rendered.
- 5) It is advisable to maintain the same seating plans and seating places for the students who appear for all the regular examinations (However this provision may not be feasible for supplementary examinations).
- 6) 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 $\frac{3}{4}$ 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.
- 7) Each class room must be allocated to not more than half of the original allotment of students, i.e. for example a class room used for 20 students in the earlier semester exams, is to be used for not more than 10 students.
- 8) Students must be permitted to bring their own water bottles and hand sanitizers. Sharing of pens or any other stationery items among the students is strictly prohibited in the exam hall.

- 9) The Colleges are informed not to allow any student who is Covid positive. To that extent, one declaration form needs to be taken from the students. The format for undertaking is enclosed herewith.

C. 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 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 to be taken, instead the invigilators 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 must be permitted to bring their own water bottles and hand sanitizers. Sharing of pens or any other stationery 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.

The cooperation of the Principals is highly solicited.

Yours faithfully


Registrar


**Copy to: PA to Registrar, JNAFAU for Information
PA to VC, JNAFAU for Information**