

### **Instructions to B.Tech students for writing semester end examinations**

1. In case of B.Tech regular examinations, the examinations shall be conducted for some branches at **10.00 AM** and for other branches at **10.45 AM** in Forenoon session to ensure COVID norms.
2. The student should present at the examination hall **30 minutes** before the commencement of the examination.
3. The student shall take the **thermal scanning** at the time of entering into the examination hall by maintaining **6 feet distance** from each other.
4. If any student experiences temperature above **100<sup>0</sup> F**, the student shall write the examination in a separate isolation examination hall.
5. Hall-wise seating arrangement will be displayed in front of admin block and in front of departments.
6. The **seating plan for the student shall remain same for all the examinations.** The examination rooms will be **sanitized with sodium hypochlorite** before the commencement of examination and after the examination.
7. The seating arrangement is made such that only **12-15 students** are accommodated in a examination hall of size **66 Sqmt.**
8. Students will be allowed to leave the examination halls only after one and half hour from the commencement of the examination.
9. The student shall strictly follow **COVID-19** rules like **wearing face mask, maintaining physical distance, frequent use of hand wash/ alcohol based hand sanitizer** to write the examination.
10. The student shall bring **Hall ticket, ID Card, face mask, water bottle and hand sanitizer** in to the examination hall and interested students can wear **face shield** also. However, the institution provides the water & hand sanitizer in the examination hall.
11. The student shall bring his/her **own lunch box and canteen facility will not be provided.**
12. Students are informed to go directly to their respective examination halls and are not allowed to stay anywhere on the college campus before and after the examinations.
13. **Hall-tickets are issued to the students in the examination halls** on the first day of the examination.
14. In the case of students with any fee dues such as **tuition fee, hostel fee, transportation fee, condonation fee etc.,** Hall-tickets shall be issued only for the first day of the examination. All such students are informed to clear the dues immediately and will be allowed to write the remaining examinations if he/she clears all fee dues.
15. The Students are informed to make their own arrangements for boarding and lodging, etc. well in advance to have a comfortable stay during the examinations.
16. The **hostellers** on college campus are extended with hostel facility on submission of **no objection certificate from the parents.**
17. Students who are availing college **transportation facility** can continue to avail the same with **fixed seating arrangement.** The other students are required to make their own transportation arrangements. The busses will be **sanitized with sodium hypochlorite** daily.
18. The student shall cooperate with the college administration for the smooth Conduct of the examinations.