



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERISTY ANANTAPUR
ANANTHAPURAMU – 515 002, (A. P.), INDIA

Prof. E.KESHAVA REDDY,
Director of Evaluation

CIRCULAR

Date: 26.06.2021

To

The Principals of Constituent, Autonomous & Affiliated Colleges

Sir/ Madam,

Sub: JNTUA–EB-Guidelines to conduct examinations and academic calendar in view of Covid-19 pandemic-information-Request-Regd.

- Ref.:** 1. Letter No.: 1185900/UE/A1/2020 dated: 04.09.2020
2. Letter from this office regarding option for place of exams, dated: 26.06.2021
3. Letter from this office regarding precautions for students, dated: 26.06.2021
4. Letter from this office about SOP for students with COVID-19 positive, dated: 26.06.2021

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Vide reference (1) cited, Higher Education Department, Government of Andhra Pradesh issued guidelines and Standard Operating Procedures (SOP) for conducting final examinations by the universities.

Vide references (2-4), the examination branch of JNTUA has already communicated guidelines and SOP to all the institutions under JNTUA. And it is also observed that most of the guidelines and SOPs are included and are strictly following by all the institutions. In view of forthcoming examinations scheduled in the month of July 2021, some more instructions and measures are included before conducting and during the conduction of examinations and same are provided for your reference.

1. **Shortage of Answer booklets:** The University has identified some of the Colleges as centers in every district and will send the answer booklets to the identified centers. The colleges having shortage of answer scripts are informed to collect the booklets from the identified centres and are sanitized before distributing to the students.

2. The temperature of the students' has to be checked at the main gate itself and avoid any group gathering before and after the examinations.
3. Principals are requested to permit the students of other college centres with scanned copy of hall tickets. However, they are requested to verify the student's college identity card & Aadhaar card and also requested to inform the same to all the students who are writing the examinations in other centres.
4. Payment gateway option is provided in Examination Management System (EMS) of the University. So, all the Principals are informed to pay all the examinations related payments through this payment gateway.

If any guideline or SOP is missing in the guidelines communicated earlier, so, it may be incorporated and also informed to follow strictly in conducting the examinations and academic calendar.

This is for your information and necessary action.

DIRECTOR OF EVALUATION

GOVERNMENT OF ANDHRA PRADESH
HIGHER EDUCATION [UE] DEPARTMENT

Letter.No.1185900/UE/A1/2020.

Dated:04.09.2020

From
The Special Chief Secretary to Government,
Higher Education Department,
A.P. Secretariat, Velagapudi.

To
The Chairman,
A.P.S.C.H.E, Mangalagiri.

Sir,

Sub: Universities-Guidelines on conducting Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic- Instructions -Issued.

Ref:1. From the Secretary, UGC, Letter dated:6.07.2020.

2. Govt.Lr.No.1185900/UE/A1/2020, dated:13.07.2020.

3. From the Chairman, APSCHE, e-file computer.No.1185199

Attention is invited to the references cited. The Government hereby approve the following Standard Operating Procedure (SOP) for conducting final exam by the Universities strictly as per the UGC guidelines issued in the ref.1st cited.

- (i) Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 and Revised UGC Guidelines issued on 06.07.2020.
- (ii) All examinations for the outgoing batch of students shall be completed by the end of September 2020.
- (iii) The Universities shall have to conduct a student survey to obtain information from the students regarding their choice of Examination Centres (apart from the existing centres), in convenient and preferred location of the students. Necessary survey mode and methodology like using google forms or sending the proforma through email, whatsapp group could be devised.
- (iv) The Universities shall identify examination centres beyond the local jurisdiction of the University, based on the survey analysis and proceed with the examination processes after deciding on the new

(PTO)

- (xiii) In case there is a restriction on movements in certain areas/localities to reach examination centre, admit/ identify cards issued to the students should be treated as a pass for the movement of students. Necessary permissions shall be obtained from the respective State/local authorities. Permissions shall also be obtained from State Government authorities for the issue of movement passes to invigilators and all personnel engaged in the conduct of examination.
- (xiv) Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
- (xv) Fresh mask and gloves to be used by exam functionaries after staff verification is done.
- (xvi) Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/ observer room etc, and should be replenished regularly.
- (xvii) All liquid hand wash bottles should be replenished in restrooms and at entry gate, as and when required.
- (xviii) Candidate Seating Area should be thoroughly sanitized (desks and the chairs) after every session.
- (ixx) All the washrooms should be cleaned and disinfected, for each session of the examination.
- (xx) All door handles, staircase railing, lift buttons, etc. should be disinfected as often as possible.
- (xxi) Wheelchairs, if present, at the examination centres, should be disinfected on a regular basis.
- (xxii) All the trash bins should be cleaned regularly.
- (xxiii) Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre:
- a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point.
 - c. If any, Examination functionary falls to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately .
 - d. Exam functionary needs to wear the mask and glove at all time.

(PTO)

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(ixxxx) Dustbins must be cleaned and covered properly.

(xxxx) Proper sanitization of buses, other transport and official vehicles of the institution be ensured.

(xxxxi) At the end of the day -

- a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination hall.
- b. Safely dispose off all used masks and gloves discarded at the examinations centres or outside the examination centres in trash bin bags at suitable place and as per standard guidelines issued by health authorities.

(xxxxii) Maintain record of all exam functionaries for future reference and traceability.

Sample Seating Plan

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
Roll No 1	Roll No 4	Roll No 7	Roll No 10	Roll No 13	Roll No 16
EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
Roll No 2	Roll No 5	Roll No 8	Roll No 11	Roll No 14	Roll No 17
EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
Roll No 3	Roll No 6	Roll No 9	Roll No 12	Roll No 15	Roll No 18
EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY

2. The Chairman, APSCH shall take necessary action accordingly in the matter.

Yours faithfully

-Sd-

SPECIAL CHIEF SECRETARY TO GOVERNMENT

Copy to:

The Secretary, APSCH, Mangalagiri

The Secretary, APHERMC,

All the Registrars of the State Universities under the control of H.E. Dept.,

The P.S to Secy to C.M

Addl.P.S to M[Education]

P.S to Chief Secretary,

P.S to Spl.C.S, H.E .Dept.

Sf/Sc.

// FORWARDED :: BY ORDER//

Harina S B
SECTION OFFICER