

## Office of the Controller of Examinations Guidelines and Advisory Note for Semester End Examination (8<sup>th</sup> Semester)

With reference to the guidelines of the Affiliating University JNTUK Kakinada (Refer: [www.gmrit.org](http://www.gmrit.org)) and University Grants Commission (UGC), the semester end examinations (8<sup>th</sup> Semester) are scheduled during **September 15 – 21, 2020 in offline mode**. The students are requested to go through the guidelines carefully and cooperate ensuring the safety of the individuals and other peer groups.

### Guidelines

1. The examination is scheduled during September 15 – 21, 2020 between 01:00 PM – 04:00 PM and are planned on alternate days within the above said band of dates
2. The examination schedules are displayed in the website. In case of any further clarifications, the students may call his/her respective department level exam coordinator or Head of the Department or Office of the Controller of Examinations
3. **Safety Precautions:**
  - a. Should wear facemask during their entire duration of stay in the campus. The mask should adequately cover the parts (mouth and nose) which are more prone to act as a Gateway to the body
  - b. Should carry their own hand sanitizer for their personal hygiene
  - c. Should cooperate with the security team for thermal screening at the entrance (i.e. the entrance gate to ECE department) to ensure basic precautions. In case of abnormal temperature, the students will be directed to isolation centre (i.e. dedicated examination halls) in the campus for writing the examination in consultation with the doctor. The CoE reserves the right to allow or disallow the students based on the severity of the individuals
  - d. **Self-disclosure is mandate** in case if the students are already infected and cured to ensure the safety of the self and others. It should be well intimated before the examination through mail to [ce@gmrit.edu.in](mailto:ce@gmrit.edu.in)
  - e. Should maintain social distancing at all times in the campus
  - f. Should instructed strictly to avoid gathering or group study
  - g. Should directly report to the examination hall from the entry point and advised not to roam around other places
  - h. To the possible extent students can appear for the examination with facemask and **face shield (Optional)**

#### 4. General Examination Guidelines

- a. Students will not be entertained inside the examination halls without any appropriate mask as prescribed. Covering up the faces with hand kerchief is not at all advisable
- b. Should show your hall ticket (mandatory) at the entrance of the examination hall
- c. Should carry your identify card issued by the Institute and Aadhar card
- d. Should possess your own Stationery items needed for writing the examination and sharing of Stationery items is strictly prohibited at the time of examination among peer groups
- e. Mobile phones are strictly prohibited inside the examination halls
- f. All examination halls will be completely sanitized before and after examination and will be sealed
- g. Students will be allowed to enter the campus at 12:15 PM only
- h. **Students who are forced to commute from long distance and are not able to commute can take up the examinations in the next attempt when the college reopens. That attempt will be treated as first attempt and not as an arrear**

#### 5. Facilities available at the time of Examination

- a. Hand sanitizer will be available at all relevant places for personal hygiene
- b. Water will be provided through dispenser cans
- c. Basic packet single pot food will be served with water bottle at canteen on payment basis and they can consumed at dedicated place only and should thrashed at dedicated bins only
- d. At present hostel facilities are not available to the students and in case of availability it will be intimated well in advance

#### 6. Advisory Note

- a. As the present situation of COVID – 19 is not predictable and uncertain, all the students and other accompanies are advised to use private mode of transport. All accompanies are advised strictly to stay in campus till the completion of examination and avoid moving outside for ensuring their safety
- b. Avoid taking food outside while travelling
- c. Carry your home prepared food for your personal use and avoid sharing between your peer groups

#### 7. Helplines

Contact : Dr. M. Balaji: +91 83330 16578 (Boys) | Dr. G. Kalyani: +91 94916 57084 (Girls)  
Email : examcell.gmrit@gmrgroup.in

**Note:** All are kindly requested to understand the pandemic and cooperate to the maximum extent. All the best for your examinations and have a safe stay.