



# Rajasthan Technical University, Kota

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Rawatbhata Road, Akelgarh Kota – 324010

Ph No.-0744-2473014, 2473931 email- [examconduct@rtu.ac.in](mailto:examconduct@rtu.ac.in)

## SELF DECLARATION (UNDERTAKING)

I do hereby declare the following:

1. that, I have read the Instructions, Guidelines, Exam Regulations and RTU Advisory pertaining to COVID-19 pandemic and RTU examinations.
2. that, I have in the last 14 days:- Fever/Cough/Breathlessness/Sore Throat/Runny Nose/None of these (please mention):.....
3. that, I have not been in close contact with a person suffering from COVID-19 and am not under mandatory quarantine.
4. That, the health and wellbeing of our community is our first priority, therefore the centre reserves the right to deny entry to its premises.

### Candidate's Signature

**Note:-** The above undertaking has to be filled up in advance before reaching the centre, except candidate signature which has to be done in the presence of invigilator.



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## ADVISORY FOR EXAMINEES REGARDING COVID-19

Rajasthan Technical University (RTU) will implement Social Distancing measures as per the Central/State Government guidelines in current scenario of COVID-19 to ensure health & safety of the examinees. Adequate measures are implemented for safety of all in conduct of the final semester examinations 2019-20. Examinees are also required to adhere the guidelines and observe Social Distancing and hygiene to ensure safety & health of their own and fellow examinees. For safety purposes, RTU strongly advises candidates not to bring anything other than permitted items.

### Preparation at centre:

1. Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
2. Before starts and after commencement of each examination the seating area will be thoroughly sanitized. All door handles, staircase railing, lift buttons, etc will be disinfected. Wheelchairs (if present at the venue) will also be disinfected.
3. Gap between 2 seats will be maintained as per RTU (6 feet distance) guidelines.
4. Hand Sanitizer/Soap will be available at entry and inside the exam venue at various places for examinees and exam centre staff to use.
5. Candidate must reach centre as per the Reporting time at Centre given in the Admit Card to avoid any crowding at the centre at the time of entry and to maintain social distancing.

### Pre-Exam Preparation:

1. Candidate to check Reporting time at Centre given in the Admit Card and to reach centre as per Reporting time only to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. Candidate should read instructions completely and properly.
3. Candidates will be permitted to carry only certain items with them at the venue:
  - Candidate must bring their own Mask and wear it during the whole duration.
  - Exam related documents, Admit Card, ID card, pen, pencil, scale, calculator (without memory) etc. Please refer Admit Card for more details)
  - A simple transparent Ball Point Pen
  - Personal hand sanitizer (50 ml)
  - Personal transparent water bottle

### At the time of Entry:

1. Candidates need to maintain a space of at least 6 feet from each other for all the time. Queue manager /ropes and Floor Marks will be arranged outside the centre.
2. Room number will not be displayed outside the premise of centre to avoid any crowding at any one place in any situation. Room chart should also be displayed inside the campus atleast 4-5 prominent and visible places.
3. Candidates will be required to sanitize hands by washing with soap and with Hand Sanitizer before entry in centre. Hand sanitizer/soap will be available at various locations in the centre.





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4. Candidate should bring duly filled in Admit card as per instructions.
5. Candidate should bring Identity Proof and other documents as advised under Point-3 of Pre-Exam Preparation.
6. Do not bring prohibited items at exam centre as there are no arrangements available for safe keeping your belongings.
7. At time of entry, the filled in Undertaking on Admit Card, and body temperature (using Thermo Guns) will be checked and centre staff will guide you to respective room. Candidates are required to strictly adhere to instructions provided by centre staff.
8. Please observe that no-one will be denied permission to appear for examination, until he/she violates the covid-19 directives/advisories of Government (Central/State), misbehave/guilty of mal-practice and disorderly conduct as per Regulations R-16 on the day of exam and instructions mentioned in the Admit Card.

## During Examination:

1. Blank answer book will be kept at each candidate's seat for answering of question paper. Blank answer book as well as filled answer book shall be not exchanged with any other examinee or at its table in any case
2. Exam centre will sanitize each seat, table and entire rooms before start of examination and after completion of examination. Candidates can further sanitize the seat with his/her own sanitizer.
3. Candidates are required to sign on the attendance sheet after sanitizing hands with sanitizer.

## After Examination:

1. On completion of an exam, candidates will be permitted to move out in an orderly manner, one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.

**(Prof. Dharendra Mathur)**  
**Controller of Examination**

