



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
KAKATIYA UNIVERSITY
WARANGAL - 506 009**

Lr. No.435 / COE/KU/ 2020

Date: 16-09-2020

Special Instructions and Precautions for the Chief-Superintendents in conducting the UG/PG Examinations in view of the COVID-2019 Pandemic

All the Staff, Students must adhere to the COVID-19 protocols in all respects during the examinations including the special instruction issued by the university from time to time.

1. Question Paper:

- i. The University has decided to send question papers either **Off-Line or On-Line**.
- ii. The **Off-Line Papers** shall be collected from the Nodal Centre / Police Station, as suggested by the University as a regular practice.
- iii. As an experiment, the Question papers will also be kept in kuonline.co.in website for downloading. The instructions are given in the login page of UG.
- iv. The **Question Papers** may be downloaded by following the instructions given in Login page of UG dashboard. If any problem is being faced while downloading the Question Paper, Online Help line Centre or Addl. Controller of Examinations or Controller of Examinations may be contacted.

2. Conduct of Examination:

- i. All the Students, Teaching Staff/ Invigilators, Examination Functionary and all other supporting staff must wear masks while they are on the campus.
- ii. The Examination functionary must submit self-declaration about health status, needs to wear the Mask and gloves at all time.
- iii. Hands should be sanitized at the entrance of the campus / examination centre.
- iv. Examination Halls and Candidate seating area should be thoroughly sanitized (Desk & Chair) after every examination
- v. Entire Exam Centre floors, walls, doors and gates. should be sprayed with disinfectant.
- vi. Social distancing should be maintained at every place viz. inside the classrooms, laboratories, examination halls and places of common amenities like canteen etc.
- vii. Temperature must be checked for Staff and Candidates by Thermal gun at Entrance Point.
- viii. If any student falls sick, he/she should be kept in isolated place; proper care and appropriate first aid treatment must be rendered.
- ix. The examination hall seating arrangements should be such that, only one candidate per bench is to be allocated and in successive benches. (Seating Arrangement Plan is enclosed).

3. Submission of Answer Booklets:

- i. **The written Answer Booklets of the students must hand over immediately at the respective Nodal stations as allotted by the COE office after completion of the Examination. Otherwise the booklets shall not be accepted.**



(Prof. Mahender Reddy Sarsani)
Controller of Examinations

Sample Seating Plan-1
(in a Room)
One Invigilator

Colum-1

Colum-2

1

9

2

10

3

11

4

12

5

13

6

14

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