



OFFICE OF CONTROLLER OF EXAMINATION

RAJASTHAN TECHNICAL UNIVERSITY KOTA

AKELGARH, RAWATBHATA ROAD, KOTA-324010

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Office Order

During the Video Conference held on dated 14.04.2020 at 3:00 p.m. with Chairman's of affiliated colleges, issues of online examination forms was discussed. Accordingly, as per direction of the State Government and looking the Covid-19 lockdown 2.0, following is decided.

1. In continuation of our earlier letter/order no. 18967-71 dated 27.02.2020 and 19642-48 dated 17.03.2020, revised schedule for filling up of B.Tech. & BHMCT VIII, B.Arch. X, MCA VI and MBA IV semester exam 2019-20 may be restarted/re-open with normal fee. Colleges/Institutes are required to fill and update the online examination forms of all eligible students of above classes and payment of the requisite exam fee should be made through online payment gateway, if such students have deposited the same fee to college concerned.
2. The online link for filling up of online examination forms shall restart **from 20.04.2020 to 28.04.2020 with normal fee and online payment of exam fee for the same shall be made up to 30.04.2020.**
3. If, some of the students of above classes did not deposit the exam fee at college, college concerned shall make necessary arrangements for online deposition of exam fee of such students in college account. Afterwards college shall make payment of requisite fee to the University through online portal latest by 30.04.2020. Online payment to University is to be made for such students who deposited the examination fee in time to College.
4. Colleges are also required to update the examination forms of all remaining students as per college record even after action taken as per point no. 3.
5. University is exploring the possibility of creating an online link (at Student Panel) to provide the duly filled and updated data of students for checking of his/her updated exam form. After proper checking and satisfaction, concern student shall proceed for payment of requisite exam fee through online payment mode.

6. The above mentioned activities of point no. 1 to 4 shall be performed by the College staff doing '**Work from home**' or following Government directions issued from time to time. Moreover, no student may be called at college for above activity during lockdown period. All communications and activities should be made following Online/ SMS/ Personal call only.

Director/Principals of institutes are requested to ensure compliance of above and direct their exam section to take all necessary steps to submit exam forms of all enrolled students to university on time.



Prof. Dharendra Mathur

(COE, RTU Kota)