



RAJASTHAN TECHNICAL UNIVERSITY, KOTA
ADMISSION CARD
PROVISIONALLY PERMITTED

[SUBJECT TO CLEARANCE OF RTU/EXAM CENTRE]
[Please take color print out on both side preferably]

Print Date : 27/03/2023

To,
The Centre Superintendent
Please permit the student to appear in the subject of the examination mentioned below:



हिमांशु सैनी

Name Of Examination : **MBA. SEM - 1 EXAM 2022 - 2023(REAPPEAR)**
Enrollment Number : 16M2EAXXM30P607
Roll Number : **16MEAXX607**
Name Of Candidate : HIMANSHU SAINI
Father's Name : RAJENDRA KUMAR SAINI
Course Name : MBA IVth Sem
Branch/Specialization : Master of Business Administration
Centre Of Examination : **INTERNATIONAL SCHOOL OF INFORMATICS & MANAGEMENT(ISIM)
MAHAVIR MARG, SFS MANSAROVAR, JAIPUR-302020**
College Of Study : GOVT. ENGINEERING COLLEGE AJMER

Theory Paper

Practical Paper

S.No.	Date	Sub.Code	Subject(s)	Code
1	10/04/2023	M-102	Organization Behavior	1M6112

Morning Shift : 10.30 a.m to 01.30 p.m

Dhirendra Mathur
(Prof. Dhirendra Mathur)

Reporting Time : 10.00 a.m.

Controller of Examination

~: 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. And I am COVID vaccinated single dose/double dose(please tick any)
- 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..

(Day 1)	(Day 2)	(Day 3)	(Day 4)	(Day 5)	(Day 6)	(Day 7)	(Day 8)

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. On last day of Exam handover the admit card to be centre authority.

~: Important Instructions, Guidelines & Advisory for Main / Back Semesters Examinations

Morning Shift : 10.30 a.m to 01.30 p.m (Reporting Time: 10.00 a.m.)

Candidate is required to report at the examination hall between **10.00 a.m to 10.15 a.m** and in no circumstances he/she shall be allowed to enter after **10.30 a.m**.i.e. after commencement of examination. In no case, candidate will be allowed to left the examination hall before **12.00 noon** In case clear photo/photo is not printed, he/she should affix recent color photo and got it attested through Principal of your college. Also carry Govt. valid Photo ID, COVID Vaccination Certificate during all examination days. Carrying any restricted material and mobile phone/gadget in examination hall comes under the category of Unfair means Regulation -14 of RTU. In any circumstances decision of Centre Superintendent is final and examinee shall follow the same.

Note:- For detailed programme refer time table declared by the University and admit card of the student.

~: General Guidelines:~

- Examinees shall be allowed with mask along with other permissible items only.
- During the examination, wearing of mask will be compulsory. Students may bring personal sanitizer during exam.
- Entry of the examinees shall start **one hour** before the start of examination.
- In no case, any student shall be allowed after commencement of examination.
- Centre Superintendent is responsible for conducting examination with full sanctity observing all protocols of social distancing and sanitization of examination centre before and after examination, so it is duty of each examinee to follow the directions of centre superintendent.

Preparation at Centre:

1. 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.
2. Gap between 2 seats will be maintained as per RTU (6 feet distance) guidelines.
3. Hand Sanitizer/Soap will be available at entry and inside the exam venue at various places for examinees and examcentre staff to use.
4. If any candidate is of COVID-19 positive (having proof), he/she should not be allowed for the exams.
5. If any candidate is symptomatic of COVID-19 but not declared positive should be allowed for examinations his/her exam. should be conducted in isolated room.

Pre-Exam Preparation:

1. 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, Govt. issued ID card or college ID card, COVID Vaccination Certificate, pen(s), pencil, scale, calculator (without memory) etc. Please refer Admit Card for more details
 - Simple transparent Ball Point Pen(s)
 - 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. Examinees will follow the same.
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 at least 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.
4. Candidate should bring duly filled in Admit card and self declaration form as per instructions. Signature on self declaration form will be made in presence of invigilator.
5. Candidate should bring Identity Proof and other documents as advised under Point-1 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-14 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.
4. Self declaration (as mentioned on admit card) shall be given by each examinee and his/her signature be put in self-declaration form in presence of invigilator.

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.

Candidate should read above instructions completely and ensure to follow the same.


 (Prof. Dharendra Mathur)
 Controller of Examination