



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

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Additional Guidelines to Affiliated Colleges for the Conduct of Examinations, June-July 2020

University has decided to conduct B.Tech S8 Regular and Supplementary (including part-time), B.Tech Hons S7, S8 and pending MBA T5 examinations during June/July 2020 taking all precautionary measures in this challenging COVID-19 pandemic situation. As you are aware, many students have submitted options to University for changing their exam centres for the forthcoming examinations. Thus, the following guidelines have been framed by the University for the above-said examinations.

Instructions to Colleges

1. Campus Layout, Hall allotment and Seating Arrangement of all sessions should be published in the website at least one day before the commencement of the examination, to avoid confusion in students at the time of entry to the exam centres.
2. Campus Layout, Hall allotment and Seating Arrangement shall also be displayed at multiple locations on the campus.
3. Signboards indicating the location of exam halls shall be displayed.
4. Colleges shall ensure that the CCTVs at the college entrance are working.
5. All the faculty and staff are requested to keep a diary with a record of their movement history.
6. Students shall be checked with the thermal scanner and hand sanitiser at the entrance.
7. The entry/exit plan of staff and students should be planned in advance in accordance with COVID-19 protocol.
8. Based on the COVID-19 health advisory for the conduct of examinations in Technical Education departments, sufficient guidelines should be issued to the students and staff.
9. Make use of the manpower (technical, non-teaching and support staff) in the institution to make arrangements as specified in the COVID-19 advisory issued.
10. The college buses may ply with COVID-19 guidelines. This facility may be extended to centre changed students also.
11. The details of the war room with phone numbers and email id should be published in the college website and notice boards.



12. The basic responsibility of the war room is the planning and implementation of the smooth conduct of examinations following the COVID-19 advisory.
13. The war room shall plan each and every activities related to the conduct of examinations and implement it. Responsibility shall be assigned to faculty/staff for each and every activity.
14. The hall tickets of all the registered students in the college (including centre changed) should be printed and sorted room wise by the institution in advance and distributed through the invigilators.
15. The HoDs and staff advisors shall contact the students and extend support in attending the examinations. In case, if any of the students have any issues related to transportation and others, the staff advisors shall inform the matter to his/her exam centre war rooms.

Instructions to Exam Cell

1. The list of students (including centre changed) along with contact details will be available in the link **Exam--->Appearing Student List**.
2. The students who are under quarantine/coming from other states (without undergoing quarantine)/coming from containment zones/having minor flu like symptoms are instructed to report the details to the respective examination centers in advance.
3. Separate exam halls should be given to the students who are
 - i. under quarantine/coming from other states (without undergoing quarantine)
 - ii. coming from containment zones
 - iii. having minor flu like symptoms.

If possible, CCTV can be used to monitor the students under quarantine/coming from other states (without undergoing quarantine)/coming from containment zones/having minor flu like symptoms, so that the time spent by the faculty in such rooms can be minimized.

4. Sanitizers should be made available in exam cell and exam halls.
5. All faculty and staff assigned for exam related duty should wear gloves and masks.
6. **For the MBA T5 and S7 Honours examinations on June 26, the reporting time for FN session is 9.30 am and afternoon session is 1.45 pm. The examination time for the forenoon session will be 10.00 am to 1.00 pm and the afternoon session will be from 2.00 pm to 5.00 pm.**
7. **For the S8 Honours and S8 (R & S) examinations, the reporting time for FN session is 9.30 am and afternoon session is 1.30 pm (2.00 pm on Fridays). The examination time for the forenoon session will be 10.15 am to 12.30 pm and the afternoon session will be from 2.15 pm to 4.30 pm (2.45 pm to 5.00 pm on Fridays).**
8. The hall tickets should be printed and arranged hall wise and distributed



to the students through invigilators.

9. The students are instructed to bring a valid photo ID proof (College ID card/Passport/Driving license/Aadhar Card/Voter's ID card etc.) for verification.
10. The students opted for exam centre change are instructed to bring a copy of the ID proof, on each day of the examination which should be signed by the student in presence of the invigilator.
11. If a student fails to bring the photocopy of the ID proof, he/she should be allowed to write the examination. The examination cell should instruct the invigilators to report the matter to the exam cell. The exam cell should make arrangements to take the photocopy of the same.
12. The students are instructed to bring data sheets, data books, hand books etc. Data sheets and data books that are specified in the question papers can be allowed without attestation. The students who are unable to bring the data book for ME402 are instructed to inform the matter to the respective exam center on or before 25/06/2020. The colleges should provide the data book to the students and the expenses incurred for the same can be collected from the student. The amount to be paid for the data book should be published in the website.
13. Colleges should ensure enough stock of various graph sheets and charts.
14. Examination cell should provide plastic bags for each examination hall as below
 - i. to keep the self attested copies of ID proof of centre changed students
 - ii. to keep the answer books and related evidences of student who are caught committing malpractice
 - iii. to collect the written answer books
15. Hall number, date of examination, session (FN/AN) and number of answer books should be clearly written on the plastic bags using permanent marker pen.
16. Attendance statement should contain Register number, Name of the student, barcode and Faculty's Signature (Instead of student's signature, faculty's signature is sufficient).
17. After examination, all the plastic bags containing answer books and other materials should be sealed and kept under safe custody in the institution for a period of 7 days.
18. The sealed packets can be opened and packed after 7 days as per the directions given by University.
19. In case of malpractice committed by the students of respective colleges, the Disciplinary Action Committee (DAC) in the college should conduct an inquiry and submit the report to University through the portal. Final decision will be based on the report submitted by DAC.
20. In case of exam centre changed students, the exam cell should report the details of malpractice to the University (not through portal). University will collect the answer books along with evidences, report from invigilator, etc. and the matter will be reported to EMC of University. EMC will conduct the



inquiry and the final decision will be based on the report submitted by EMC.

Instructions to Invigilators

1. The invigilators should be present at the examination centre by 9.00 am for FN session and by 1.00 pm for AN session (On Fridays, at 1.30 pm).
2. The invigilator should issue the hall tickets to the students after verifying their identity.
3. The copy of the ID proof brought by the students shall be signed by him/her in the presence of the invigilator and the same shall be deposited by the student in the plastic bag kept for that purpose.
4. If a student fails to bring the photocopy of the ID proof, he/she should be allowed to write the examination. The invigilator should report the matter to the exam cell.
5. The invigilator should paste the barcodes in all the answer sheets in the space provided before issuing it to the student. Instead of collecting student's signature in the attendance statement, the invigilator should sign in the space provided.
6. The invigilator should ensure that the student writes course code, course name and alphanumeric code in the space provided in the front page of the answer book.
7. The Invigilator shall clarify about the pattern of QP, max marks and duration of exam.

For **S7 Honours and T5 MBA**, there will not be any change in the question paper pattern, maximum marks and duration of exam.

For **S8 Honours (B. Tech Courses) and S8 (R&S)**, there will not be any change in the question paper pattern. But, the maximum marks will be 70 and the duration of examination will be 2 hour 15 minutes (the maximum marks and duration printed on the Question Paper will be 100 marks and 3 hours respectively). The marks obtained by the student will be limited to a max of 70 and converted it to scale of 100 by multiplying with 1.4285. Accordingly 32 marks will be converted to 45.7, 63 to 90, 70 to 100 and so on.

For **S8 Honours (M. Tech Courses)** there will not be any change in the question paper pattern. But the maximum marks will be 42 and the duration of examination will be 2 hour 15 minutes (the max marks and duration printed on the question Paper will be 60 marks and 3 hours respectively).

The marks obtained by the student will be limited to a max of 42 and converted it to scale of 60 by multiplying with 1.4285. Accordingly 19 marks will be converted to 27, 38 to 54, 42 to 60 and so on.

8. **For Honours examinations, the invigilator should instruct the students to write their parent institution code** (Eg. **MDL** for Model Engineering College, Thrikkakkara, **TJE** for Thejus Engineering College, Thrissur) **on the top right of the answer book.**
9. When a student is caught committing malpractice or in any such attempts during examinations, his/her answer books and all related evidences like



gadgets/papers used/suspected of usage shall be deposited in the plastic bag provided for the purpose. The student shall be permitted to write the examination in a fresh answer book. The same alphanumeric code of the barcode in the first answer book should be written in the second answer book. No need to use spare barcodes. After the examination, the second answer script also shall be deposited in the same plastic bag.

10. The malpractice should be reported to the exam cell after the examination in the form provided.
11. Once the student completes writing the examination, the invigilator should ensure that the students drop their answer sheets in the plastic bag one by one maintaining 'social distancing'.
12. Once a student deposits answer book in the plastic bag, it shall be marked in the attendance statement by putting a tick mark.
13. After the examination, the invigilator should return the attendance statement, report of malpractice, plastic bags containing the answer sheets, self attested copies of ID proof and the answer books and other related evidences of students who are caught during malpractice, if any, to the exam cell.
14. Mobile phones, programmable calculators, smart watches and other electronic gadgets should not be permitted inside the examination hall. This shall be announced before starting the examination.
15. Invigilators should ensure that the students do not share pen, pencils, calculators and other materials inside the examination hall.
16. Water bottles can be permitted in the examination hall. However, the invigilator should ensure that the bottles are not exchanged.

All safety precautions regarding COVID-19, including social distancing norms, should be ensured during the conduct of examinations as per the COVID-19 advisory.

Dr. V. Suresh babu
Controller of Examinations

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

