



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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## NOTIFICATION

It is hereby notified that students appearing for forthcoming B.Tech S7 Hons, B.Tech S8 Hons and B.Tech S8 (Regular & Supplementary) Exams can apply for change of exam centre through student login in KTU portal. Portal will be opened between 05.06.2020, Friday and 09.06.2020, Tuesday (both days inclusive) for students to apply. Students who wish to write these examinations in a college other than their parent institute can apply through portal.

**It may be noted that students who wish to write exams in their parent institute itself NEED NOT apply through portal. Their exam centre will be their parent institute by default.**

Students can opt 3 different colleges as exam centre. University will allot one exam centre based on the availability which need not be the college opted by student, but it will be within the district where he/she resides based on the data provided by the student. Exam centre change once approved by University will be final for the corresponding exam. Further request for a change in exam centre will not be considered.

Students are directed to refer **Annexure I - Important points to be noted while applying for exam centre change** before applying for exam centre change through portal

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.



**Important points to be noted while applying for exam centre change**

- Provision for exam centre change is provided for students who are now residing in district other than where a student's parent institute is located. Centre change will not be allowed to an institute located in a district same as the district in which student's parent institute is located.
- Presently provision for change in exam centre is opened for following 3 exams: **B.Tech (Hons.) S7 Exam Dec 2019, B.Tech S8 (Hons.) Exam May 2020 and B.Tech S8 (R,S) Exam May 2020**
- Centre change requests are accepted through portal in exam wise manner. A student wish to write all the 3 exams in college other than their parent institute need to apply for each exam individually.
- "Parent institute" is the institute through which student registered for exams and paid fee. Normally it is the institute at which student studies.
- Any issues related with the exam centre change may be communicated with mail ID: **centrechange@ktu.edu.in** All the mails sent to this mail ID by students should carry student name, register number and contact number. Issues reported to other mail IDs will not be attended.
- There are many colleges with similar looking names. Any mistake in selection of an institute as exam centre may lead to allotting a distant college as exam centre. The option providing page in student login is provided with complete address of opted colleges. Students should take utmost care while submitting options.
- Students can observe the status of their exam centre change request through portal itself. The status shown in portal after 15.06.2020, Monday will be the final approved exam centre. Approved exam centre will be shown in Hall Ticket also.
- Request for exam centre change received through email, post etc. will NOT be considered.

**Students of closed colleges writing supplementary exams through centre change.**

- Students of closed colleges like AXIS College / Prime College / Cochin Institute etc. are already allotted with an exam centre to write supplementary exams based on their request. Now they can also opt another institute as exam centre - only for B.Tech S8 Exam May 2020 (supplementary).

