



## APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

### FAQ on Examination

#### 1. When does KTU conduct University Exams?

KTU conducts University Exams as scheduled in the Academic Calendar. The academic calendar for each academic year will be published before the beginning of an academic year.

#### 2. How can I register for a University Exam?

University Exams include Regular Exams and Supplementary Exams.

##### **Registration to Regular Exams:**

Registration to the Regular Exam is done as part of Course Registration rowhich usually starts at the beginning of a semester. When a regular student does Course Registration for his/her current semester the Exam Registration is done along with it and the student has to pay the Exam Fee at the time of Course Registration. When a student does Course Registration for a lower semester course (subject) for which he/she had acquired FE grade in the previous semester(s) then also the Exam Registration will be done along with Course Registration.

##### **Registration to Supplementary Exams:**

Registration to Supplementary Exams will commence before the Supplementary Exams and the intimation/notification will be published in "Announcements" section of KTU website. A student can register for the course in the Supplementary Exam for which he/she is already failed/absent.

### **3. What is the procedure in KTU portal for Course/Exam Registration?**

When course/exam registration is opened from University side then students can register through their Login. Check the check boxes against each course and finally SAVE and SUBMIT the request. A printout of the fee calculated can be taken and fee can be remitted at the College office. (for this, follow the procedures adopted by your college for Student Fee Collection).

### **4. I forgot to check a checkbox against a course which I wanted to register but accidentally submitted before it. How can I register the missing subject before the last date?**

Please note that even after the student has submitted a request, The College can ADD / REMOVE a student's request for a Course Registration through Principal login. In the above instance, the student can immediately contact KTU co-ordinator / the concerned person deputed by the Principal and notify the issue. Sending a mail from Student's mail to College's official mail is a suggested method. Through Principal login, the new registration can be added and any unwanted registration can be removed (before the last date specified for submission through Principal login). Anyhow, the student has to pay the required fee at the College office based on the changes made. If registration is removed, the excess fee can be collected back from College office.

### **5. During course registration through Student login, a required course is not displayed in my login. What should I do?**

The Courses for course registration is listed in Student login based on "course selection" made by your College. This issue may be due to wrong course selection. There are possibilities of technical issues also. If any technical issue is noticed, send an email from student's mail to College's official mail. The College will notify the issue to **support@ktu.edu.in**.

Such emails shall carry a subject line:

Course missing during Course registration - <semester> - <course\_code(s)> - <student\_name> - <Student\_register\_number>

E.g.: - Course missing during Course registration - S4 - EC204, HS200 - Name of student -ABC17EC001

A unique subject line in the email will help us to filter out the issue type, so always follow the format of the subject line.

Whenever an issue is noticed in your login, always take a screenshot of the page where the issue was noticed. The issue reporting mail by the student should carry the relevant screenshot(s) along with the date and time displayed on the screen and the corresponding URL. Once the problem is resolved the college will inform the student regarding further proceedings as instructed by the University.

**6. What is the procedure in KTU portal to do supplementary exam registration?**

The Answer is the same as that of 3.

**7. I forgot to check a checkbox against a course for supplementary examination registration which I wanted to register but accidentally submitted before it. How I can register the missing subject before the last date?**

The Answer is the same as that of 4.

**8. During Supplementary Exam registration through Student login, a required course does not appear in my login. What should I do?**

Make sure that the course is a failed one. Check your revaluation results first and ensure that even after revaluation result declaration your status is failed. If the issue still persists, please check the answer provided for the 5th question. Concerned Issue reporting mail should follow the below format:

Course missing during Supplementary exam registration - <semester>  
- <course code(s)> - <student name> -  
<Student Registration Number>

E.g.: - Course missing during Supplementary exam registration - S4 - EC204, HS200 - Name of student -ABC17EC001

**9. How can I get the Hall ticket for my exam?**

Colleges can download the hall tickets through College login and can distribute it to the students after stamping the college seal on it.

**10. I was caught for malpractice during exam time. Can I write the next exam?**

If a student is caught red handed for doing malpractice during exam time, Principal will report the issue to University through College login in web-portal on the same day. Student can write the exams

conducted on subsequent days. DAC committee of the college will summon the student at the earliest and after an interaction with the student, invigilator, chief superintendent etc., the committee will decide the punishment and will upload the details along with suggested punishment to University through College login. University can modify/follow the decision and approve it. Before the decision is approved by University all results of the student, written after malpractice reporting date will be withheld. Based on the decision the withheld results will be published on due course. In case of immense delay in declaration of the withheld result, notify the matter to college through mail and college will notify the matter to **support@ktu.edu.in**.

While reporting your concern through mail, mention the instance caught for malpractice and the Exam name - of which result is withheld along with course codes and course names for which result is withheld.

11. **It is mandatory for students to register for the courses they want to attend in a semester ?**

Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the coming semester. They have to enroll for these courses at the beginning of the new semester, based on the previous semester results.

12 **What are the eligibility conditions for writing the end semester examination ?**

Students with 75% of attendance and 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks and 75% of attendance shall be awarded FE grade and have to register for the course again or should attend summer course.

**13 What are the eligibility conditions for for grading ?**

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

**14 What are the criteria followed in awarding grades/ grade points ?**

Grading is based on the % marks obtained by the student in a course.

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	80% and above but less than 85%
B+ (Good)	8	70% and above but less than 80%
B (Above Average)	7	60% and above but less than 70%
C (Average)	6	50% and above but less than 60%
P (Pass)	5	45% and above but less than 50%
F (Fail)	0	Less than 45%
FE		Failed due to eligibility criteria
I		Course Incomplete

15. **Is there any provision for improving the grade ?**

There is no provision for improving the grade.

16. **Is there any provision for revaluation of the answer books of the end semester examination ?**

The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. If the student is able to pass the same subject in supplementary exam as well as in revaluation, he/she can choose the final mark awarded within supply mark and revaluation mark.

17. **Is it possible to get refund of supplementary exam registration fee for the subject, while obtaining a P or above grade through revaluation for the same subject ?**

As of now there is no provision for refund of such fee.

18. **Is there any Internal marks normalization in KTU ?**

Yes, Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %. (For example if the end semester mark % is 45, then the maximum internal mark % is to be  $45+25 = 70\%$ .),

19. **Is there any minimum number of credits requirement in a semester to be eligible to register for the new courses offered in the next semester ?**

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered

subject to the limitations imposed by the ordinances and course timetable. After obtaining the required credit

### **Eligibility Criteria for Registering for Higher Semester Courses**

Semester	Minimum Cumulative Credits (Existing)	Minimum Cumulative Credits (Revised)	Remarks
First	Not Applicable	Not Applicable	No change in rule
Second	Not Insisted	Not Insisted	No change in rule
Third	Not Insisted	Not Insisted	No change in rule
Fourth	26 Credits from S1 & S2	Not Insisted	Minimum credit requirement shifted to Fifth Semester
Fifth	Not Insisted	26 Credits from S1 & S2	26 Credits from S1 & S2 for registering 5 <sup>th</sup> Semester
Sixth	71 Credits from S1 to S4	Not Insisted	Minimum credit requirements shifted to Seventh Semester
Seventh	Not Insisted	52 credits from S1 to S4	52 Credits from S1 to S4 for registering Seventh Semester
Eighth	117 Credits from S1 to S6	Not Insisted	Minimum Credit requirement removed

**20. How can I register for higher semester ( s5, or s7 ) after obtaining required credit while being in year out ?**

Year out students can register for the higher semester immediately after obtaining the required credit if Odd semester (s5, s7 ) courses are running. If there is no S5 /S7 courses on going , then the student needs to wait for higher semester registration till next Odd semester registration begins.

21 **Is it possible for a student to withdraw from a course or substitute one already registered by another ?**

A student can withdraw from a course or substitute one already registered by another on valid reasons with the approval of the faculty adviser. However this has to be done within seven working days from the commencement of the semester.

22 **What is the maximum number of credits a student can register in a semester ?**

The maximum number of credits a student ( B.Tech) can register in a semester is **limited to 28**.

23. **Can I register for B.Tech Honours ?**

The Institutions with at least two NBA accredited B.Tech/M.Tech programmes can offer B.Tech (Honours) degree for the students. It should be noted that students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions may have this provision, students cannot demand this or move later to an institute where this is available. Students have to earn 12 additional credits to get B. Tech (Honours). Furthermore their CGPA at the end of the programme should be 8 or higher.

24. **How can I earn 12 additional credits for for B.Tech Honours ?**

To earn 12 additional credits, the student has to take at least four courses of which two should be from the M.Tech specialisation. MOOC courses (Massive open online courses) of relevance offered by Institutions of repute are to be identified by the student in consultation with the faculty advisor and get it approved from the University regarding the credits to be allotted. Additionally, there is an option for the student to join the summer projects offered by IISc & IITs.

25. **After registering for the B.Tech(Honours) programme , if a student fails in any course there after, will he/she be eligible for B.Tech (Honours) ?**

If a student after registering for the B.Tech(Honours) programme fails in any course, there after, will not be eligible for B.Tech (Honours) .

Those who opted for B. Tech (Honours) but unable to earn the required additional credits in 8 semesters or whose final CGPA is less than 8 shall automatically fall back to the B. Tech. programme. However, additional course credits and the grades thus far earned by them will be shown in the grade card but not included for the CGPA.

26. **How can I Calculate SGPA/CGPA from the grade points ?**

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

**SGPA =  $\Sigma(C_i \times G_{Pi}) / \Sigma C_i$**  where  $C_i$  is the credit assigned for a course and  $G_{Pi}$  is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

**CGPA =  $\Sigma(C_i \times G_{Pi}) / \Sigma C_i$**  where  $C_i$  is the credit assigned for a course and  $G_{Pi}$  is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed.

Here the failed courses are also accounted. CGPA of all courses passed may also be given. CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

27. **How can I Convert GPA /CGPA to percentage ?**

KTU follows 10 point grade scale. SGPA and CGPA are calculated as the weighted average of grade point multiplied by the credits for the courses.

A general formula for conversion of SGPA/CGPA into percentage of marks cannot be defined. However, several students request for percentage of marks, as in many cases they have to provide % of marks. The Academic committee has approved an approximate formula for conversion of SGPA/CGPA to % marks as follows.

**The Percentage Marks (% Marks) =  $10 \times G - 3.75$  Where G is SGPA or CGPA.**

28. **Is there any provision to obtain marks along with grade cards ?**

As of now there is no provision for obtaining marks along with grade cards.

29. **I got FE grade for a subject , am I eligible for summer course ?**

If a student has any 'FE' grade course(s), he/she can register for summer course in 'FE' grade course(s) subject to the eligibility conditions (Minimum 35% IA marks and 50% attendance), attend the summer course classes, make up attendance and/or internal assessment marks as per the rules of summer course.

29. **What are the conditions for registering Summer Course?**

<b>Non eligibility conditions</b>	<b>The Conditions for registering Summer Course</b>
Shortage of Attendance, and internal marks greater than or equal to 45%	<p>Register and attend Summer Course if the student has 50% or more attendance in the regular study.</p> <p>75% attendance in summer course is mandatory.</p> <p>Not permitted to write Internal make up test*.</p>
Shortage of Attendance and Internal marks less than 45%, but greater than or equal to 35%	<p>Register and attend summer course if</p> <ol style="list-style-type: none"> <li>1. The student has 50% or more attendance and</li> <li>2. Internal Marks 35% and more, but less than 45% in the regular study.</li> <li>3. The student must have written 2 tests as per ordinance in regular study.</li> </ol> <p>Requirements in Summer Course:</p> <ol style="list-style-type: none"> <li>1. 75% attendance is mandatory in summer course.</li> <li>2. Permitted to write the internal make up test*.</li> </ol> <p>The marks obtained in the make up test and marks of one test in the regular study shall be considered for calculating the internal marks.</p> <p>Internal marks thus obtained will be limited to 50% of maximum internal marks.</p>
No attendance shortage and Internal Marks less than 45%, but greater than or equal to 35%	<p>Register and attend summer course if</p> <ol style="list-style-type: none"> <li>1. The student has 35% and more, but less than 45% Internal marks.</li> <li>2. The student must have written 2 tests as per ordinance in regular study.</li> </ol> <p>Requirements in Summer Course:</p> <ol style="list-style-type: none"> <li>1. 75% attendance is mandatory in summer course.</li> <li>2. Permitted to write the internal make up test*.</li> </ol> <p>The marks obtained in the make up test and marks of one test in the regular study shall be considered for calculating the internal marks.</p> <p>Internal marks thus obtained will be limited to 50% of maximum internal marks.</p>

**30. I have earned the minimum credits at the end of even semester for promotion and still has 'FE' grade course(s) even after attending the summer course. What should I do ?**

In this case the following options are available.

a.) If he/she has only one 'FE' grade course in a semester, he/she can register and attend this course in addition to the courses in the current semester. The college may facilitate this by conducting additional classes for such students in the slot for remedial classes in the time table. The time table may be scheduled so as to have 7 periods per day to facilitate the conduct of remedial classes.

b.) If he/she has only one or two 'FE' grade courses in a semester, he/she may drop one or two courses of the current odd/even semester having the same slot(s) as that of 'FE' grade courses and attend the 'FE' grade courses along with the junior batch of students. The college has to follow time table suitable for this option.

c.) Break up for one academic year and register for 'FE' grade courses along with the junior batch of students. Earn the required credits for promotion.

**31 Is there any grace Marks to the eligible students of the affiliated institutions of the University who are actively involving in various rehabilitation activities of flood affected areas ?**

Yes. As per the Government decision to involve the Students of the Engineering Institutions of the State in various rehabilitation activities of the flood affected areas, The Syndicate has approved the proposal of awarding Grace Marks to the eligible students of the affiliated institutions of the University who are actively involving in various rehabilitation activities of flood affected areas by treating this as participating in state level community outreach activities representing the University. It was decided to award the grace marks to all eligible students admitted during the AY 2015-16, 2016-17 and 2017-18 subject to the guidelines as per PROCEEDINGS NO. KTU/ASST(ACADEMIC)/2936/2017 Dated, Thiruvananthapuram, 23.08.2018.

**32 I was part of various rehabilitation activities of the flood affected areas. How can I apply for grace marks ?**

University will collect eligible students details from the respective college Principals through KTU portal and will award the grace mark at the time of result processing. This will be expected to complete by the first week of February 2019.

**33 What are the guidelines followed in awarding grace Marks to the eligible students of the affiliated institutions of the University who are actively involving in various rehabilitation activities of flood affected areas ?**

1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
2	The Marks that can be awarded to the candidate is 25% of the marks scored by the candidate in each course.
3	The maximum marks that can be awarded to a student for a course for all activities put together shall not exceed 10% of the maximum marks prescribed for the course.
4	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing shall be discarded.
5	Transfer of Marks from one semester to another semester shall not be permitted.
6	The Marks shall be awarded for the end semester examinations conducted by the University.
7	The Marks shall be awarded for all theory papers/courses/subjects for which the University conducts End Semester Examination.
8	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
9	This Grace Marks shall be awarded for the regular and supplementary examinations to be conducted during the end of current semester (August to December 2018). Grace Marks shall not be awarded for subsequent examinations
10	The request for Grace Marks shall be submitted to the Controller of

	Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
11	This is only a one-time incentive and shall not be quoted as precedence under any circumstances.

**34 Is it possible for a Deaf and Dumb candidate ( whose handicap is certified to be 75% and above ) to obtain flood rehabilitation grace mark along with 25% grace mark for deaf and dumb ?**

No , Students will eligible only for one category grace mark at time.

