



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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## **Additional Instructions to Students**

University is issuing the following guidelines for students who are attending the Regular / Supplementary Examinations scheduled to commence from 29.12.2020 in view of the Covid 19 pandemic/SOP guidelines in addition to the existing instructions:

### **Reporting Time**

For all supplementary exams, the reporting time would be 8.45 AM for FN. sessions and 12.45 PM for AN sessions (1.15 PM on Fridays)

### **Room plan and seating arrangement**

1. Colleges will display in website the room plan and seating arrangements a day in advance of the examinations. Students are requested to check the seating arrangements online.
2. Seating arrangements and room plans will be displayed at different locations/points in the college to ensure social distancing protocols.

### **Entry and Exit**

1. Students are requested to follow all stipulated and necessary protocols related to COVID-19 pandemic management.
2. Wearing of MASK is COMPULSORY.
3. Students shall compulsorily follow social distancing protocols during entry and exit of exam halls and exam centre.
4. Students should not gather inside or outside examination halls.

### **Hall Tickets**

1. Students can download their Hall tickets for travel purposes.
2. Hall tickets will be issued to students (including centre-changed students) from their examination centres also.
3. The centre-changed students shall **bring a valid ID proof** (College ID, Passport, Aadhaar, Voters ID, Driving License and other valid IDs) **and its photo copy on each day of exam**. After verification, the copy of photo ID card shall be signed by the student in presence of the invigilator and same shall be deposited in the plastic bag kept for it.
4. **For the centre-changed students, ID proof is a compulsory document to write the exam.**



**In the Examination Hall**

1. Students should write the Course Code, Course Name, Question paper code, name and date of exam and Alphanumeric Code on the facing page of the answer scripts.
2. After the completion of examinations, students shall stand up to seek the attention of the invigilator and answer sheets shall be deposited in the plastic bag kept for that purpose as per the instruction of the invigilator and can leave the exam hall one by one.

### **Malpractice**

1. Students are expected not to indulge in any sort of malpractices and exhibit any sort of misbehavior to invigilators/exam officials.
2. If a student is caught for malpractice, he/she shall not be allowed to leave the examination hall before the stipulated time.
3. Students should deposit the answer books and all associated evidences collected in the plastic bags kept for the purpose.
4. Students caught for malpractice will be provided with another answer sheet and he/she can continue writing the examination. The same alphanumeric code of the barcode in the first answer book should be written on the new answer book. Such students after completing the exam, should deposit the second answer book in the same plastic bag in which he/she has deposited the first answer script.
5. Students caught for any sort of malpractice is directed to co-operate with college authorities in all related inquiries pertaining to the malpractice. In case of students who have opted for centre-change, the inquiry will be conducted by the university through the Examination Monitoring Committee (EMC).

### **Other materials**

1. Students shall bring pens, water bottles, sanitizers and any other permitted accessories required for examination. These items should not be exchanged between students.
2. Mobile phones, programmable calculators, smart watches and other electronic gadgets are not permitted inside examination hall.
3. Students are responsible for the safe keeping of all personal belongings they bring to the examination hall.
4. Students should bring data book/datasheets, handbooks and other charts as permitted.

### **Quarantine Protocols**

1. Students coming from other state/country / under quarantine / with minor flu like symptoms etc. shall fill a declaration in the proforma attached on each day of examinations for verification at the entrance of the exam centre and shall be deposited in the plastic bag kept for this purpose in the examination hall after verification by the Invigilator.
2. Students of above said categories should report the matter to the email ID of the College (which will be published on the College website of the exam centre) **at least 2 days in advance**. This is to help exam centre to plan the seating arrangements and ensure timely delivery of Question papers in additional halls arranged for the purpose. Such emails should invariably carry student name, register number, exam name, course code and course name and date of exam along with contact number of student.
3. For centre-changed students, contact details of exam cell coordinators of the allotted examination centre are displayed on their centre change 'approval page'.
4. Students are requested to keep a diary with record of their movement history.

*The students must ensure that they strictly adhere to COVID-19 SOP/protocols and other rules in place for the smooth conduct of examinations.*



Dr. Shiny G

Controller of Examinations (In Charge)

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



**Covid – 19, Self Declaration Form for Students**

1. Name of Student:
2. Register Number:
3. Parent Institute:
4. Residential address:
  
5. Mobile number:
6. Emergency Contact Number:
  
7. Do you have fever?: Yes / No *(strike off whichever is not applicable)*
8. Are you currently experiencing symptoms like: mild fever / flu like symptoms  
Yes / No *(strike off whichever is not applicable)*
9. Have you been in close contact with a confirmed case of corona virus:  
Yes / No *(strike off whichever is not applicable)*
10. Whether you are in quarantine: Yes / No *(strike off whichever is not applicable)*
11. Are you coming from other state / country and not completed the quarantine period?:  
Yes / No *(strike off whichever is not applicable)*
12. Whether you are residing in a Containment zone / hotspot:  
Yes / No *(strike off whichever is not applicable)*
13. Any other information:

**Declaration**

I hereby affirm that the information furnished above are true and correct to the best of my knowledge and belief. If any of the above are found to be incorrect or fake I am responsible for the consequences.

Date:

**Signature of the candidate**