



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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## Circular

**Sub: Conduct of examinations by the APJ Abdul Kalam Technological University - Guidelines to be followed - regarding:-**

*The S3 B.Tech examinations have commenced from 15.04.2021 and around 28,000 students are appearing the same. The S1 B.Tech and M.Plan/M.Arch/MCA examinations are scheduled to commence from 19.04.2021 and around 35,000 students are expected to attend. The M.Tech examinations are scheduled to commence from 27.04.2021 for around 3000 students. As of now, there are 145 colleges affiliated to the University. All these colleges are functioning as examination centres for the ongoing and scheduled examinations, amidst all the challenging constraints induced by the pandemic.*

*University, through a detailed circular dated 14.02.2021, issued exclusive additional Guidelines to all affiliated colleges and students on all aspects related with the conduct of examinations for Feb/April 2021 and precautions to be taken. These guidelines are in addition to the Covid-19 health advisory from the Health and Family welfare Department, Govt. of Kerala. It has been already informed that College authorities will be responsible for the consequences, in case of any violation of guidelines issued by the University and the Covid-19 SOP advisory, issued by regulatory agencies.*

***The examination squads are directed to visit Institutions and verify the adherence to the Covid 19 SOP advisory of each Institution to ensure safety and security of the students.***

*The objective of this circular is to once again remind all concerned about the additional precautions and facilities that are provided for the smooth and safe conduct of these examinations during these pandemic days of Covid 19.*

*Due to the travel restrictions and inconveniences due to Covid, a provision for '**Centre Change**' for students of B.Tech, B.Arch, BHMCT, B.Des, MCA and MBA have been introduced this year. Accordingly, students can opt for the nearest college from their house and attend the examinations. Hence, there is no need for students to travel and stay in their college hostels. Since University is having atleast one affiliated college in all the districts, long travels to examination centres got considerably reduced. It has been observed that around 20 to 30% students are making use of this '**Centre Change option**' for writing the examinations.*

*As part of Covid 19 protocols, appropriate directions were given and actions taken to **avoid overcrowding at the examination centres**. In order to adhere to the Covid Protocols and related SOPs, the number of students attending a college for writing examinations has been considerably reduced. Accordingly, the semester-wise examinations are conducted in two shifts (time slots) by grouping different branches/courses of specialization. As a result, Colleges need accommodate only half the number of students simultaneously for a particular session.*



The pattern of question paper also has been changed and the maximum mark is only 70 instead of 100. A student in regular stream need to score **only 70 marks** for a subject out of 100 so as to get the **full credit**. Accordingly, the pass mark requirements are also proportionately reduced. Further, the **duration of examinations** for regular students has been reduced to 135 minutes instead of 180 minutes.

The number of students permitted to attend an examination in a College has been restricted based on the infrastructural and staff strength of the Institution. Each affiliated college is directed to set-up a **War Room** to handle all unexpected and unforeseen issues that may occur in the college during conduct of examinations. A **War Room is also constituted at the University level** to monitor and coordinate the examination related issues in the affiliated colleges.

Detailed guidelines were issued for the Colleges and students for the conduct of exams/participation in exams. Important points include:

- Seating arrangements are to be done ensuring social distancing norms.
- Answer scripts of a particular examination shall be handled and packed only after 7 days of the conduct of the examination.
- Separate rooms shall be provided in each examination centre for students who are reported to be **Covid positive** or in **quarantine/observation/symptomatic/from containment zones** etc. Four categories of examination halls are to be made available in all examination centres to facilitate such students. No student will be denied the chance of writing the examination, even if he/she is reported to be Covid positive, or under observation/quarantine. Invigilation duty for such students will be carried out by selected faculty as per Covid protocols.
- Additional expenses that may be incurred by Colleges to keep Covid 19 protocols (such as cost for purchasing masks, gloves, sanitizers etc.) shall be provided by the University. University shall be providing additional funds for all extra expenses from the part of the affiliated colleges to adhere to the Covid-19 protocols.

**The manner and norms of conduct of examinations are decided by the concerned academic and administrative bodies of the University** after detailed deliberations on all aspects pertaining to the matter. Conducting examinations during these days of pandemic, adhering to all SOPs of Covid 19, is a formidable challenge undertaken by our Institutions and faculty. University places on record our sincere appreciation to all heads of Institutions, faculty & staff for their kind support in the conduct of examinations.

University is trying to implement everything possible **to safeguard the safety and security of our students** who are appearing these examinations at this troubled times. We would like to remind all students that this is a challenge that needs to be collectively addressed. As professional students, we expect our students to be mature enough to understand **the gravity of the challenges posed by the pandemic** and demand our collective wisdom to overcome them and move forward. Please help the University, Institutions and your faculty to help you better.

Dr. Ananda Resmi S  
Controller of Examinations

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

