

APJ Abdul Kalam Technological University
Thiruvananthapuram

Abstract

APJAKTU - Conduct of Final Semester Examinations- Manner and Procedure for conducting of Examinations, Evaluation and Assessments-Syndicate decision- Orders issued.

ACADEMIC SECTION

U.O.No. 1101/2020/KTU

Thiruvananthapuram, Dated: 03.08.2020

*Read:-*1. DO No. F.1-1/2020 (Secy) from the University Grants Commission (UGC) dated 06.07.2020

2. Letter: F.No. AICTE/AB/Academic Calender/2020-21 from the All India Council for Technical Education (AICTE) dated 07.07.2020

3. Recommendation of the Academic Council of the University held on 11.07.2020

4. Resolution of the Syndicate of the University held on 22.07.2020.

ORDER

Vide references cited above, and in exercise of the powers conferred under sub sections (5) and (6) of the Section 14 of the APJ Abdul Kalam Technological University Act, 2015, I hereby issue the following orders, related to the Conduct of Final semester Examinations, as follows:

The affiliated colleges and institutions under this University have been closed down due to lockdown restrictions since March 2020. Therefore, for the final semester BTech, 18 credits out of the 182 credits could not be transacted in the conventional mode. As the classroom teaching and learning process was forced to be abandoned due to covid19 pandemic, there was no illegality in transacting the balance 18 credits by online or offline mode or a blend of both these modes. University had given directions to this effect immediately after lockdown and online classes were conducted at all the affiliated institutions for all programmes. Certification to this effect by the affiliated colleges and institutions would suffice and be proof of curriculum transaction in its entirety.

As per reference read 1st above, the UGC has issued guidelines for the conduct of final semester examinations. The AICTE as per letter read 2nd above, has directed the University to follow the said guidelines in the conduct of final semester examinations in all colleges affiliated to the University. As per reference read 3rd above, the Academic Council of the University has recommended to conduct the final year examinations at the earliest opportunity keeping in view that the examinations shall be conducted following the protocols/guidelines related to COVID-19 pandemic. In the revised guidelines on examinations issued by the UGC on 06.07.2020 (and directed to be followed by AICTE) as cited above, under the heading 'Mode of Terminal Semester/Final Year Examinations (2019-20)', the Universities are required to complete the examination by the end of September 2020 in offline (Pen & Paper)/online/blended (online+offline) mode following the prescribed protocols/guidelines related to



COVID-19 pandemic. It is pertinent to note that neither the UGC nor the AICTE has specified the manner of conducting the examination. The online and blend (online+offline) are the new manners of conducting examinations. Obviously, the AICTE has permitted conducting of examinations in the new modes in view of the COVID-19 pandemic.

Therefore, the University is legally competent to determine the manner of conducting the final year examination keeping in mind the protocols/guidelines related to COVID-19.

Accordingly, as per reference cited 4th above, the Syndicate of the University resolved to adopt the following proposal:

- All affiliated colleges/institutions which have effectively taught their students for achieving the statutorily prescribed credits earmarked for the end semester examination (for the final semester examination) may be permitted to conduct end semester examination for the final semester. All eligible students of these colleges/institutions who have covered the curriculum prescribed for the end semester examination of final semester, in the respective course/subject in such form and manner prescribed by the University, shall be permitted to appear for this examination on such dates fixed by the University.
- The respective affiliated colleges/institutions shall evaluate/assess the answers of the students to the questions in such manner prescribed by the University within such date determined by the University and forward the same to the University on or before such date fixed by the University.
- The University shall normalize the marks reported by the respective affiliated colleges/institutions after assessment/evaluation, on the basis of the marks/grades obtained by the students for semesters 1 to 7. However, the certificates/mark sheets/grade cards of the respective students shall be issued by the University without reference to such normalization in the usual format.
- University will conduct a normal (pen and paper) examination when the pandemic is over and normalcy prevail, most probably by September. **Students who are not satisfied/interested with the grades awarded through this proposal can IMPROVE the grades thus obtained and can write the conventional examination which will be treated as their regular chance.**

In furtherance to approving the above proposal, in connection with the conduct of final semester examinations, the Syndicate meeting held on 22.07.2020 also entrusted the Vice Chancellor to prepare the detailed guidelines for the conduct of final semester examinations including the procedure for normalization to be adopted.

Taking into consideration of all the details cited above, the conduct of examinations and assessments for the final semesters **shall be made on the basis of the following principles:**

1. The end semester examinations of all subjects of the final semesters of B.Tech and MBA shall be conducted internally by the colleges {Exam definitions: B.Tech S8 Exam May 2020 (Regular registrations), MBA T6 Exam May 2020 (Regular registrations), B.Tech S8 (PT) Exam May 2020



(Regular registrations)}

2. No re-examination will be allowed for these examinations. Students who are absent for these examinations shall appear for the final semester examinations (to be conducted in the conventional mode) as and when offered by the University.
3. The question papers for each subject shall be prepared by the concerned faculty who taught the course. The question paper shall be as per the same pattern specified in the regulation/curriculum of the University.
4. The maximum mark for the examination of each subject will be 100. Though each question paper is set for a maximum mark of 100 (60 for MBA), the student shall write only for 70 (42 for MBA) marks.
5. The maximum duration of the examination will be 2 hours and 15 minutes.
6. A committee, to be constituted department-wise at college level, should scrutinise the question paper for its conformity to the format specified in the curriculum/regulation and for quality assurance.
7. Colleges shall use appropriate arrangements utilising suitable online applications/ softwares for online transmission of the question paper(s) to student(s) and to collect scanned copy of answer sheet(s) from them.
8. If any student express inconvenience in writing the examination from his/her house/location due to connectivity issues, such grievance shall be appropriately addressed by the respective Institution at the best interest of the student.
9. The valuation of answer scripts shall be done by the same faculty who set the question paper/taught the subject.
10. After valuation of the answer scripts, the marks of students shall be published/ circulated among the concerned students.
11. Any grievances raised by the students shall be addressed by the grievance/redressal cell of the college. **The decision(s) of the Head of the Institution will be final in all matters pertaining to this examination.**
12. All documents including question paper, valued answer scripts, scheme of valuation etc. related with the conduct of this examination is subjected to scrutiny by the University. The documents (in soft/hard form) shall be kept in the safe custody of the Principal/ Superintendent of Examinations for a minimum duration of 90 days after the completion of examinations.
13. The marks scored by the students in each subject (out of 100) shall be entered in the University portal by the concerned faculty (for MBA out of 60).
14. The marks entered by the faculty (out of 100) will be treated by the University as out of 70 (out of 42 for MBA). University will convert this mark to a scale of 100 (60 for MBA) by multiplying



with 1.42857. This mark will be treated as the **final mark of the end semester examination**. **This mark will then be normalized** on the basis of performance of the student up to the previous semesters {Cumulative Grade Point Average (CGPA) up to T5 for T6 students; CGPA up to S7 for S8 students} available on the date of processing result.

15. CGPA for all students is available in the University database portal. The upper and lower limit for end semester examination marks for each student shall be decided from his/her CGPA.
16. The upper limit of the percentage marks (will be computed based on the formula approved by academic committees of the University for conversion of CGPA to percentage of marks) for the end semester examination will be the percentage of marks corresponding to the CGPA of the student up to the seventh semester plus 15 % of the maximum end semester marks rounded to the nearest integer, considering all the available results (including revaluation) on the date of processing of the results.
17. The lower limit of the percentage marks for the end semester examination will be the percentage of marks corresponding to the CGPA of the student upto the previous semester, rounded to the nearest integer, considering all the available results (including revaluation) on the date of processing results.
18. Internal marks in each subject, allotted by the faculty concerned, will be normalized as per the procedure discussed in the regulations, with reference to the University examination mark thus computed. Normalised internal mark is added to the end-semester examination mark to obtain the total marks earned by the candidate in each course. **This total marks is used to decide the grade of the student in the concerned subject.**
19. If a student is not satisfied with the grade obtained in any subject as discussed above, he/she has **the option to improve the grade of the particular subject** by appearing the end semester examination in the next available chance, which will be treated as his/her first chance. Provisions for Improvement will not be available in any other chance thereafter.
20. Students who fail in this examination are free to appear for the supplementary examinations as and when offered by the University in the conventional offline mode.
21. The examinations may be conducted tentatively between **August 10th to August 20th**. Individual institutions shall publish the schedule of examinations well in advance. All genuine complaints of students related with timings, connectivity etc. are to be favourably considered to the maximum extent possible. The mark entry into the KTU portal shall be completed on or before **25.08.2020**.
22. **Fees:** From the examination fee of Rs.200 already collected/remitted, Rs.50 per student shall be paid to the concerned faculty for setting question paper, conducting examination and valuation of answer scripts. Rs.25 shall be retained by the college per student (including already retained Rs.15) for meeting the expenditure related to the conduct of examinations. **The remaining**



Rs.125 per subject shall be reimbursed to concerned students.

The Controller of Examinations shall prepare further details, if any, required on the conduct and assessment of these examinations, in line with the above orders.

Orders are hereby issued accordingly.

To

Principals of all affiliated Colleges.

Sd/-

Dr. RAJASREE M S *

Vice Chancellor

Copy to:-

1. All members of the Syndicate
2. All members of the Academic Council
3. All statutory officers, IT division
4. Print& Visual media through PRO

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

