



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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File Ref.No.KTU/EX-V#3/6028/2019

APJ Abdul Kalam Technological University Thiruvananthapuram

Abstract

KTU - Provision for review of Answer book in Valuation for failed students - orders issued

EXAMINATION

U.O.No. 148/2020/KTU

Thiruvananthapuram, Dated: 24.01.2020

*Read:-*1. Minutes of the meeting of the Eighth Academic Council held on
13.01.2020 - item No. 008.2.05

ORDER

Vide reference cited above, Academic council has decided to provide a provision for review of answer books for the students who failed after publication of revaluation results (UG) or after publication of results (PG).

Following are the guidelines for the same:

- UG students who failed after revaluation can apply for review within 15 calendar days after the declaration of revaluation results.
- PG students who failed after result declaration can apply for review within 15 calendar days after the declaration of results.
- Request for review will not be accepted for grade improvement.
- Review will be applicable for results declared after the date of this order.
- Students should submit the request for review in prescribed format recommended by a competent / mapped faculty, endorsed by the Head of the Department and routed through the Principal.
- Fee for review will be Rs.5,000/- per answer script. Rs.3,000/- will be refunded in case of grade change after the review. Paid amount of Rs.5,000/- will be forfeited in case of no grade change after the review.
- Review of Answer book will be carried by a competent / mapped faculty with a minimum of 3 years experience.
- The result of the review will be final and no appeal will be entertained thereafter.

Orders are issued accordingly

Sd/-



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.





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KTU/EX-

V#3/6028/2019

24.02.2020

Circular

As per the University order No. U.O.No. 148/2020/KTU dtd. 24.01.2020, students who failed after publication of revaluation results (UG) and after publication of results (PG) can apply for a review of their answer book. Procedure to apply for review is mentioned below:

Procedure for applying for review (UG)

1. Until a provision is developed in web-portal, the requests for review will be handled by University through email ID: review_ug@ktu.edu.in
2. Students who failed after revaluation and have copy of Answer book in hand (obtained after applying for copy of answer book through KTU portal within stipulated time) can apply for review in prescribed form (Form: RW-1). Students should send scanned copy of completely filled up form to the specified mail ID on or before 15 calendar days after the publication of revaluation result along with proof of payment of fee: Rs.5,000/-. Late requests will not be considered under any circumstances.
3. Students who failed after revaluation and don't have copy of Answer book in hand and desirous to review can apply for copy of Answer book after the publication of revaluation result. Fee for this delayed request will be Rs. 1,000/-. For this, students should send scanned copy of completely filled up form (Form: RW-2) to the specified mail ID along with proof of payment of fee: Rs.1,000/- on or before 7 calendar days after the publication of revaluation result. Copy of Answer book will be sent to students as email. Students who wish to review shall apply in prescribed form (Form: RW-1). The scanned copy of completely filled up form should be sent to the specified mail ID on or before 7 calendar days after obtaining copy of answer book through request in RW-2 - along with proof of payment of fee: Rs.5,000/-. Late requests will not be considered under any circumstances.

Procedure for applying for review (PG)

1. Until a provision is developed in web-portal, the requests for review will be handled by University through email ID: review_pg@ktu.edu.in
2. Students who failed after publication of results and desirous to review shall first apply for answer book copy through KTU portal within stipulated time after paying prescribed fee. Scanned copy of Answer book will be made available for download



in student login.

3. Students who wish to review shall apply in prescribed form (Form: RW-3). The scanned copy of completely filled up form should be sent to the specified mail ID on or before 8 calendar days after obtaining copy of Answer book through portal along with proof of payment of fee: Rs. 5,000/-. Late requests will not be considered under any circumstances.

Mode of payment:

- Online remittance to Account No. 67296754815 of the University at State Bank of India, Engineering, College Branch, Thiruvananthapuram (IFS Code : SBIN0070268).
- During online remittance, clearly mention the student name and register number in the space provided for remarks / narration.

Note:

- On receipt of request for review through mail, students will be provided with a reference number as reply mail. For all future communication regarding this, the reference number shall be quoted.
- The result of review will be intimated to students through mail .
- After publication of results, Rs.3,000/- will be refunded to eligible students to their account number specified in the application.

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09.07.2020

Circular

It is observed that due to a special situation related to Covid-19, students find it difficult to obtain physical signature of faculty, HoD and Principal along with College seal while applying for "review". Hence the Procedure already published through circular No. KTU/EXV# 3/6028/2019 dtd. 24.02.2020 is revised Considering the Covid-19 pandemic, as mentioned below till further orders.

After obtaining answer book copy, students shall send the copy of answer book and format of tabulation sheet to the faculty concerned. Filled up tabulation sheet shall be collected back through mail by student and send to College along with signed request of student in Form RW-1 or RW-3 (as the case may be).

The request of the student sent from the College's official ID in ktu.edu.in domain to University mail IDs will be considered for review. (University mail IDs are: reveiw_ug@ktu.edu.in and review_pg@ktu.edu.in)

Days within which students should apply (Revised):

UG	existing days	revised days
To apply for answer book copy after publishing revaluation result	7	22
To apply for review after obtaining answer book copy	7	22
After publishing revaluation result, apply for Review - who already hold answer book copy	15	30
PG		
To apply for review after obtaining answer book copy	8	23

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