



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

KTU/AD(EXAM)/2365/2020

28.12.2020

Additional Guidelines to Affiliated Colleges for the Conduct of Examinations, December 2020 - January 2021

University is conducting regular and supplementary examinations (MBA and MCA Integrated) during December 2020 to January 2021 as per notifications already issued, taking all precautionary measures/adherence to SOPs issued by regulatory agencies at the back ground of the COVID-19 situations. Many students have submitted options to University for changing their exam centres for the forthcoming examinations. Thus, the following guidelines are proposed by the University for these examinations:

Instructions to Colleges

1. Campus Layout, Hall allotment and Seating Arrangement of all sessions shall be published in the website at least one day before the commencement of examination, to avoid confusion among students at the time of reporting to the exam centres.
2. Campus Layout, Hall allotment and Seating Arrangement shall also be displayed at multiple locations to ensure social distancing.
3. Signboards indicating the location of exam halls shall be displayed.
4. Colleges shall ensure that the CCTVs at the college entrance are functional and are operative.
5. All faculty and staff involved with examination duties are requested to keep a diary with a record of their movement history.
6. Students shall be checked with the thermal scanner and advised to use hand sanitizer at the entrance.
7. The entry/exit plan of staff and students shall be planned in advance in accordance with COVID-19 protocol.
8. Based on the COVID-19 SOP/health advisory for the conduct of examinations, sufficient guidelines should be issued to the students and staff.
9. College buses may ply following COVID-19 guidelines. This facility may be extended to all students opting the centre/college.
10. Details of 'War room' with phone numbers and email id shall be published in the college website and notice boards. The basic responsibility of war room is seamless conduct of examinations following COVID-19 SOPs. War room shall plan each and every activities related to the conduct of examinations and implement it.
11. Hall tickets of all registered students in the college (including centre changed) shall be printed and sorted by the Institution in advance and distributed to students after verifying their identity.
12. HoDs/staff advisors shall offer all possible support to the students for attending the examinations. Difficulties, if any, brought to the attention of the War rooms for effective



solutions.

Instructions to Exam Cell

1. The list of students (including centre changed) along with contact details will be available in the link **Exam--->Appearing Student List**.
2. Students who are under quarantine/coming from other states (without undergoing quarantine)/having minor flu like symptoms are instructed to report the details to the respective examination centres in advance.
3. Separate exam halls should be given to the students who are
 - (i) under quarantine/coming from other states (without undergoing quarantine)
 - (ii) having minor flu like symptoms.
4. Sanitizers should be made available in exam cell and exam halls.
5. All faculty and staff assigned for exam related duty should wear gloves and masks.
6. For all supplementary exams of FN sessions, reporting time would be 8.45AM.
7. Hall tickets should be printed and distributed to students on time.
8. Students are instructed to bring a valid photo ID proof (College ID card/ Passport/ Driving license/Aadhar Card/Voter's ID card etc.) for verification.
9. Students who have opted for exam centre change are instructed to bring a copy of the ID proof, on each day of the examination which should be signed by the student in presence of the invigilator.
10. If a student fails to bring the photocopy of the ID proof, he/she should be allowed to write the examination provisionally. The examination cell should instruct the invigilators to report the matter to the exam cell. The exam cell should make arrangements to take photocopy of the same.
11. Data sheets, data books, hand books etc. that are specified in the question papers are to be brought by students and can be allowed without attestation.
12. Colleges should ensure enough stock of various graph sheets and charts (ordinary, semi-log, polar graph sheets, smith chart etc.).
13. Examination cell should provide plastic bags for each examination hall as below:
 - (i) to keep the self attested copies of ID proof of centre changed students
 - (ii) to keep the answer books and related evidences of student who are caught committing malpractice
 - (iii) to collect written answer books
14. Hall number, date of examination, session (FN/AN) and number of answer books shall be clearly written on the plastic bags using permanent marker pen.
15. Attendance statement shall contain Register number, Name of the student, barcode and signature of faculty (Instead of student's signature, faculty's signature is sufficient).
16. After examination, all plastic bags containing answer books and other materials should be sealed and kept under safe custody of the institution for a period of 7 days.
17. The sealed packets (Hall-wise) can be opened and packed after 7 days as per the directions given by University.
18. In case of malpractice committed by students of respective colleges, the Disciplinary Action Committee (DAC) of the college shall conduct an inquiry and submit the report to University through the portal. Final decision will be based on the report submitted by DAC.



19. In case of exam centre changed students, the exam cell should report the details of malpractice to the University (not through portal). University will collect the answer books along with evidences, report from invigilator, etc. and the matter will be reported to EMC of the University. EMC will conduct the inquiry and final decision will be taken based on their report.
20. If any special transportation facility by KSRTC from any location within the district to and from the college is required, necessary details including the number of passengers (students/faculty/staff), timing, route and stops required shall be intimated to the nearest KSRTC depot at least a day in advance and also to the University (jdexam@ktu.edu.in).

Instructions to Invigilators

1. Invigilators shall be present at the examination centre by 9.00 AM for FN session and 1.00 PM for AN session (1.30 PM on Fridays).
2. The copy of the ID proof brought by students shall be signed by him/her in the presence of the invigilator and the same shall be deposited by the student in the plastic bag kept for that purpose.
3. If a student fails to bring the photocopy of the ID proof, he/she should be allowed to write the examination provisionally. The invigilator should report the matter to the exam cell.
4. The invigilator should paste the barcodes in all the answer sheets in the space provided before issuing it to the student. Instead of collecting student's signature in the attendance statement, the invigilator should sign in the space provided.
5. The invigilator should ensure that the student writes course code, course name, Question paper code, alphanumeric code and name and date of exam in the space provided in the front page of the answer book.
6. If a student is caught committing malpractice or in any such attempts during examinations, his/her answer books and all related evidences like gadgets/papers used/suspected of usage, shall be deposited in the plastic bag provided for the purpose. The student shall be permitted to write the examination in a fresh answer book. The same alphanumeric code of the barcode in the first answer book shall be written in the second answer book also. No need to use additional spare barcodes. After examination, the second answer script also shall be deposited in the same plastic bag.
7. Details of malpractice shall be reported to the exam cell after the examination, using the concerned form provided.
8. Upon completion of the examination, the invigilator shall ensure that students drop their answer sheets in the plastic bag one by one maintaining 'social distancing'.
9. Once a student deposits answer book in the plastic bag, it shall be marked in the attendance statement by putting a tick mark.
10. After the examination, the invigilator should return the attendance statement, report of malpractice, plastic bags containing the answer sheets, self attested copies of ID proof and the answer books and other related evidences of students who are caught during malpractice, if any, to the exam cell.
11. Mobile phones, programmable calculators, smart watches and other electronic gadgets shall not be permitted inside the examination hall. This shall be announced before starting the examination.
12. Invigilators should ensure that students do not share pen, pencils, calculators and other materials inside the examination hall.
13. Water bottles can be permitted in the examination hall. However, the invigilator should ensure



that such bottles are not exchanged.

14. A declaration in the attached proforma shall be obtained from students (both centre changed and own college students) coming from under quarantine / other state / with minor flu like symptoms etc. and their declaration shall be verified at the entrance of the exam centre and such students shall be directed to the examination halls reserved for the corresponding category. These declarations shall be deposited in the plastic bag kept for depositing copy of ID proofs of centre changed students in the examination hall.

Above guidelines are in addition to Covid-19 health advisory from the Health and Family welfare Department, Govt. of Kerala. All principals shall ensure that these instructions are strictly adhered to. College authorities will be responsible for consequences of any violation of guidelines given by the University and the Covid-19 SOP advisory issued by regulatory agencies. All activities related to the conduct of examinations shall be implemented through the war room constituted in the College. A proforma for reporting of malpractice cases by Invigilator (to the exam cell) is also attached herewith.

All safety precautions/SOP protocols regarding COVID-19, including social distancing norms, should be ensured during the conduct of examinations as per the COVID-19 advisory.

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.



Reporting of Malpractice

Name of College:

Hall No.

Block:

Name of Invigilator / observer / Chief suptdt. / Squad:

Designation:

Name and Register number of student:

Course:

Alpha Numeric code of the Answer book:

Type of Malpractice reported (as in examination handbook):

Date & Time of malpractice observed:

Details of Malpractice observed:

Type of evidence:

Whether student continued to write exam?: Yes / No

Remarks:

Signature:

Date & Time:

Name and Signature of Chief Suptdt.

Date & Time:



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