



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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Additional Instructions to Students

In view of COVID-19, the University is issuing the following guidelines for students who are attending the University exams starting from June 26 in addition to the existing instructions.

Question Paper Pattern

1. **For S7 Honours and T5 MBA**, there will not be any change in the question paper pattern, maximum marks and duration of examination.
2. **For S8 Honours (B. Tech Courses) and S8 (R&S)**, there will not be any change in the question paper pattern. But the maximum marks will be 70 and the duration of the examination will be 2 hours and 15 minutes (the maximum marks and duration printed on the Question Paper will be 100 marks and 3 hours respectively). The marks obtained by the student will be limited to a maximum of 70 and converted it to a scale of 100 by multiplying with 1.4285. Accordingly, 32 marks will be converted to 45.7, 63 to 90, 70 to 100 and so on.
3. **For S8 honours (M. Tech courses)**, there will not be any change in the question paper pattern. But the maximum marks will be 42 and the duration of the examination will be 2 hours and 15 minutes. (the maximum marks and duration printed on the Question Paper will be 60 marks and 3 hours respectively). The marks obtained by the student will be limited to a maximum of 42 and converted it to a scale of 60 by multiplying with 1.4285. Accordingly, 19 marks will be converted to 27, 38 to 54, 42 to 60 and so on.
4. **For Honours examination**, students should write their Institution Code (Eg. MDL for Model Engineering College, Trikkakara, TJE for Thejus Engineering College, Thrissur) at the top right of the answer books.

Reporting Time

For BTech S7 Honours and MBA T5, the reporting time for forenoon session is 9.30 am and afternoon session is 1.45 pm. The examination time for the forenoon session will be 10 am to 1 pm and the afternoon session will be from 2 pm to 5 pm.

For BTech S8 (R,S) and B Tech S8 Honours, the students are required to be



present in the examination hall at 9.30 am for the forenoon session and 1.30 pm for the afternoon session (2.00 pm on Fridays)

The examination will begin at 10.15 am for forenoon session and 2.15 pm for the afternoon session. On Fridays, afternoon session will start at 2.45 pm.

Room plan and seating arrangement

1. The colleges will display the room plan and seating arrangements a day in advance of the exam. Students are requested to check the seating arrangement online.
2. The seating arrangement and room plans will be displayed at different points in the college. Hence, avoid gathering at one point so that social distancing is strictly adhered to.

Entry and Exit

1. Students are requested to follow the necessary protocol related to COVID-19 management.
2. Wearing of mask is compulsory.
3. Students shall compulsorily follow social distancing protocols when you enter and exit the exam halls and exam centre.
4. Students should not gather inside and outside the examination hall.
5. Extra caution should be exercised if students are writing examinations in colleges that are under containment zones/ hotspots.
6. Celebrations should be avoided after the last day's exam.

Hall Tickets

1. Students can download the hall tickets for travel purposes.
2. The hall tickets will be issued to the students (including centre-changed students) by the invigilator after verifying identity.
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 the presence of invigilator and shall be deposited in the plastic bag kept for that purpose.
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 and Alphanumeric Code on their answer scripts.
2. After the completion of examinations, students shall stand up to notify the invigilator and the answer sheet 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 exam inaction malpractices and misbehaviour.
2. If a student is caught committing exam malpractice, he/she shall not be allowed to leave the examination hall before the stipulated time.
3. Students should deposit the answer books and evidences collected in the plastic bags kept for the purpose.
4. The student 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 one.
5. Students caught doing any sort of exam malpractice is expected to cooperate with college authorities in the inquiry into the malpractice. In case of students who have opted for centre-change, the probe will be conducted by the university through EMC.

Other materials

1. Students should bring their pens, water bottles, sanitizers and any other permitted tools required for the examination. These items should not be exchanged between students.
2. Mobile phones, programmable calculators, smart watches and other electronic gadgets are not permitted inside the examination hall.
3. Students are responsible for the safekeeping of all personal belongings they bring to the examination hall.
4. Students should bring permitted databook/datasheets, handbooks and other charts.
5. Students who are unable to bring the data books for ME402 should inform their exam centres on email IDs displayed in the college portal before June 25. The colleges shall provide the data book to students. Students are requested to pay the expenses incurred for the same to the college. (The amount to be paid for the data book will be displayed in the college website.)

Quarantine Protocols

1. Students under quarantine and coming from containment zones/other states/ countries shall report the matter to the exam centre in advance. Failure in reporting these and hiding symptoms related to COVID-19 will be considered as a serious offence. The email IDs for reporting these will be displayed on the college website.
2. For centre-changed students, contact details of exam cell coordinators of the allotted examination centre are displayed on their centre change 'approval page'.



3. Students are requested to keep a diary with record of their movement history.

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

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.

