

**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

APJAKTU - Academic - Conduct of B.Tech S6 Comprehensive Examinations 2020-21 - Guidelines for conducting examination - Reg

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*ACADEMIC SECTION*

U.O.No. 1260/2021/KTU

Thiruvananthapuram, Dated: 13.08.2021

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*Read:-*1. Circular No. KTU/AR(ACADEMIC-1)/807/2017 Dated: 06.01.2018

2. Recommendation in the Resolution of the meeting of the Syndicate Standing Committee on Examinations held on 03.08.2021

**ORDER**

Vide paper read as (1) above, revised guidelines were issued for the conduct of B.Tech S6 Comprehensive Examinations.

Vide paper read as (2) above, the Syndicate Standing Committee on Examinations recommended the guidelines (**attachment**) for the conduct of written part of B.Tech S6 Comprehensive Examinations August/September 2021. The recommendations are approved by Hon'ble Vice Chancellor invoking provisions under section Chapter III Section 14(5) of the APJ Abdul Kalam Technological University Act 2015.

This order will be applicable only for the B.Tech S6 Comprehensive Examinations August/September 2021.

Orders are issued accordingly.

*Sd/-*

Dr. Sadiq A. \*  
Dean (Academic)

Copy to:-

1. All affiliated Colleges
2. Controller of Examinations
3. IT Section (for publishing in the website)
4. PS to VC / PVC
5. Registrar / Deans /Finance Officer
6. SF / FC

Forwarded / By Order

Section Officer

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



**GUIDELINES ISSUED FOR THE CONDUCT OF B.TECH COMPREHENSIVE EXAMINATIONS 2020-21 IN VIEW  
OF RESTRICTIONS DUE TO COVID**

**Comprehensive Examination**

As mentioned in the regulations, comprehensive examination is conducted in two parts – oral and written – each having 50 marks. The written part is an objective test for 1 hour duration to assess the general engineering knowledge the student has gained. The objective type questions will have 4 possible answers (choices) from which the correct one is to be marked by the students. The University will set the objective question paper for each branch. This examination will be conducted in a single day announced by the University and the answer papers are to be evaluated by the respective departments by two different examiners. The marks (University exam marks) are to be uploaded by the college in the web portal within the specified date. The answer sheets are to be packed and kept safe in the Dept with attendance sheet for 12 months for random inspection by the University.

**Comprehensive Exam for ‘Centre Change’ students**

In view of Covid pandemic, the University is providing ‘Centre Change’ option to support the students by which the students can choose exam center in their convenient location. The written part of the Comprehensive exam can also be done by students in their chosen exam center. This examination will be an objective test for 1 hour duration and carries 50 marks. As the evaluation of the written part is to be done by their parent department, the answer sheet for the objective type examinations done by ‘Centre changed’ students need to reach their parent college.

In order to avoid the difficulty of handling the physical answer sheets in the Covid situation, the colleges shall scan the answer sheets of ‘Centre change’ students and send it by email to their parent college. The e-mail ID to which the documents are to be sent will be informed separately. As every college is mutually supporting the students of other colleges by the ‘center change’ facility, mutual support of colleges in this case is also solicited.



**The mode of handling answer sheets of ‘Centre-changed’ students:**

The comprehensive exam sheets will have only TWO pages – a **Facing sheet** and an **Answer marking sheet**.

All students are to write the name of their **PARENT COLLEGE** on the facing sheet against ‘Name of Institution’. (For students of the same college, PARENT COLLEGE and their exam center will be same.)

All students are to write their **CANDIDATE CODE** on the facing sheet.

After the exam, the invigilator shall collect the answer sheets of ‘Centre change’ students as a separate bundle. (Please note that, the ‘center change’ students shall be identified by verifying the PARENT INSTITUTION NAME written on the facing sheet, and NOT by their candidate code. It is suggested because, ‘college transferred’ students will have candidate code representing their original college.)

The exam center shall physically sort the answer sheets of ‘center change’ students in college-wise fashion.

Scan the answer sheet of ‘center change’ student and save it as PDF file with file name as <Candidate Code> itself. (Each PDF file will have two sheets)

Make single folder for each college to which the answer sheets are to be sent. (Such a single folder can have PDF files of students of many branches of that particular college)

Send the folder to the respective colleges by e-mail, along with the list of candidate codes included in the folder, within 7 days from the date of examination (The e-mail IDs to which documents are to be sent will be informed separately)

The receiving college shall distribute the received files to the respective departments in the college for evaluation and storing.

The college-wise packets of the ‘center change’ students shall also be kept under the safe custody of the exam chief superintendent for one year.

As per regulation, each answer sheet is to be evaluated by two examiners.



The marks are to be uploaded in the University portal by the evaluating department.

The University exam wing shall be contacted for any support in this matter.

**Special Notes:**

It is possible for every college to identify from the University portal where their students are appearing for exam. Therefore, if any answer sheet is not received at the parent college, they can contact the respective exam center to ensure whether the student was present at the college for the exam, and can get the answer sheet.

Students are to ensure that their answer choice is marked with proper darkening of the bubble, preferably with black ball pen. It is because, feeble marking may not be scanned properly if scanning quality is poor. Remember that the scanned answer sheets may be printed in their parent college for evaluation and storing.

For scanning, sorting and sending the answer sheets of the 'center change' students by e-mail, University will grant Rs. 10 per 'center change student' to the exam center. The centers are requested to send the details of centre changed students to the University within 7 days from the date of examination to the Controller of Examinations for effecting the payment.

Being a special situation persists due to Covid, every institution is requested to cooperate to handle such a special situation.

