

## Guidelines regarding Examination Centre change

*The 'Centre Change' option is a special facility offered to the students of the University during the Covid -19 pandemic period for selecting their centre of examinations, as a precautionary measure to keep them safe by minimizing their travel and transportation. Students are requested understand the motive behind offering such a facility and **exercise it with extreme care and caution. This facility shall be used only if it is highly essential.***

1. *The provision for centre change will be available for all examinations **except** M.Tech, M.Tech (Part-Time), M.Arch, M.Plan, MBA (Part-Time), B.Tech (Part-Time) and in PhD Course works.*
  
2. *Students can apply for change of examination centre through student login in the KTU portal before the last date specified by the University for each examination. Students who wish to write these examinations in a college, other than their parent institute, can apply through portal. It should be noted that students who wish to write examinations in their parent institute itself **NEED NOT** apply through portal. Their examination centre will be their parent institute by default. "Parent institute" is the institute through which student registered for examinations and paid the fees. Needless to say, normally it is the institute at which student is pursuing his/her studies.*
  
3. *University is providing this examination centre change option to the students to write examinations in the centre of their choice. This facility is provided for students to write examinations at a centre avoiding a stay outside their home. This facility is not an option to select convenient colleges of their choice within the same region, but is an option to reduce their travelling distance and time. Therefore **requests from students to write examinations in an examination centre which is located within 10 Km radius of their parent institute will not be considered.** Student shall submit a self declaration to this effect in the portal while applying for centre change (in the 'Additional Info' column in portal), which will be subjected to a random checking.*
  
4. *The request for centre change registered in the portal within the last date specified through notification, only will be entertained and delayed requests will not be considered. In unavoidable circumstances, **late requests** (received 96 hours prior to the scheduled time of examination) will*



*be accepted only through email from the parent institute of the student to the University ID: [centrechange@ktu.edu.in](mailto:centrechange@ktu.edu.in). In such cases, students have to pay a fine of Rs.250/-*

*Last minute requests for Centre Change will not be entertained under any circumstances as it may affect the digital arrangements for the seamless conduct of the examination.*

5. *Regarding Courses/subjects where evaluation is done at parent institute itself, centre change will not be applicable. As an example, if 2 subjects out of 6 subjects in a semester are of "Evaluation by College" type, examinations in 4 courses can be written in the opted centre utilising the examination centre change provision, but all students should write the 2 courses which are "evaluation by College" type, in their parent institute itself. Students will get more detailed information regarding this from their parent institutes.*

6. *Students shall opt 3 different colleges as examination centre. University will allot one examination centre based on the availability.*

7. *Centre change requests are accepted through portal in examination-wise manner. A student wish to write different examinations (say, supplementary examinations of different semesters) in a centre other than his/her parent institute need to **apply for each examination individually**.*

8. *Any issues related with the examination centre change may be **communicated with mail ID: [centrechange@ktu.edu.in](mailto:centrechange@ktu.edu.in) before the last date specified**. All the mails sent to this mail ID by students should carry student name, register number and contact mobile number. Communication on Centre change through other mail IDs will not be attended.*

9. *There are many colleges with similar names. Any mistake in selection of an institute as examination centre may lead to allotting a distant college as examination centre. The option providing page in student login is provided with complete address of opted colleges. **Students should take utmost care while submitting options.***

10. *Students can observe the status of their examination centre change request through the portal itself. Approved examination centre will be shown in the Hall Ticket also.*

11. *Request for examination centre change received through email, post etc. will NOT be considered.*

**CONTROLLER OF EXAMINATIONS**

