

**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

APJAKTU - Conduct of Final Semester Examinations - Manner and Procedure for conducting of Examinations, Evaluation and Assessments - Decisions of the Syndicate and Board of Governors- Orders issued.

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*EXAMINATION*

U.O.No. 905/2021/KTU

Thiruvananthapuram, Dated: 12.06.2021

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- Read:-*1. Recommendations of the Combined meeting of the Syndicate Standing Committee on Academics & Research and Examinations held on 12-05-2021
2. Recommendations of the Meeting of the UG & PG Board of Studies Coordinators and Chairmen held on 24-05-2021
3. Resolution of the 23rd Meeting of the Syndicate in Item No. S-023-012 held on 08-06-2021
4. Recommendation of the 10th meeting of the Syndicate Standing Committee on Examinations held on 09-06-2021
5. Resolution of the 13th Meeting of the Board of Governors in Item No. GB-013-019-OA 03 held on 11.06.2021

**ORDER**

Vide references cited above, and in exercise of the powers conferred under sub sections (5) and (6) of the Section 14 of the APJ Abdul Kalam Technological University Act, 2015, I hereby issue the following orders, related to the Conduct of Final semester Examinations of all programmes for the AY 2020-21, as follows:

The affiliated colleges and institutions under this University have been closed down due to lockdown restrictions since March 2020 and the classes are being conducted online since then. As the classroom teaching and learning process was forced to be abandoned due to COVID-19 pandemic, there was no illegality in transacting the balance credits by online or offline mode or a blend of both these modes. University had given directions to this effect immediately after lockdown and online classes were being conducted at all the affiliated institutions for all programmes. Certification to this effect by the affiliated colleges and institutions would suffice and be proof of curriculum transaction in its entirety.

As per reference read 3rd above, the Syndicate of the University has resolved to conduct the final year examinations in the online mode at the earliest opportunity



keeping in view that the examinations shall be conducted following the protocols/guidelines related to COVID-19 pandemic. As per reference 5th above, the Board of Governors of the University ratified the same. It is pertinent to note that neither the UGC nor the AICTE had specified the manner of conducting the examination for the AY 2020-21. The online and blend (online+offline) are the new manners of conducting examinations. Therefore, the University is legally competent to determine the manner of conducting the final year examination keeping in mind the protocols/guidelines related to COVID-19. **Accordingly, as per reference 3rd cited above, the Syndicate of the University resolved to adopt the following proposal:**

- All affiliated colleges/institutions which have effectively taught their students for achieving the statutorily prescribed credits earmarked for the end semester examination (for the final semester examination) may be permitted to conduct End semester examination for the final semester in the online mode. All eligible students of these colleges/institutions who have covered the curriculum prescribed for the end semester examination of final semester of all programmes, in the respective course/subject in such form and manner prescribed by the University, shall be permitted to appear for this examination on such dates fixed by the institutions as directed by the University.
- The respective affiliated colleges/institutions shall evaluate/assess the answers of the students to the questions in such manner prescribed by the University within such date determined by the University and forward the same to the University on or before such date fixed by the University.
- The University shall normalize the Institutional marks reported by the respective affiliated colleges/institutions after assessment/evaluation, on the basis of the marks/grades obtained by the students for the previous semesters. However, the certificates/mark sheets/grade cards of the respective students shall be issued by the University without reference to such normalization in the usual format.
- University will conduct a normal (pen and paper) examination when the pandemic is under control and normalcy prevails. Students who are not satisfied or interested with the grades in theory subjects awarded through this proposal can CANCEL the grades thus obtained and can write the conventional examination which will be treated as their regular chance. In such cases the marks obtained in the conventional examination will only be recorded.

**Manner and Procedure for conducting Final Semester Online Examinations  
June 2021- Examinations, Evaluation and Assessments.**



**Part - 1 - Theory courses / subjects**

**(applicable to B.Tech S8 (FT and PT), MBA T6 (FT) and MBA T8 (PT) and B.Tech (Hons.) S7 and S8 (2017 admission))**

1.1 The End Semester theory Examinations of all subjects of the final semesters and B.Tech (Hons.) examinations of S7 and S8 (of 2017-18 batch only) shall be conducted online internally by the Colleges.

1.2 Students who couldn't attend the examination because of medical issues related with COVID-19 infections can write the exam in similar mode on or before 31<sup>st</sup> July 2021. A student can avail this provision only if the Head of the institution forward the details of such students with relevant documents to the University on or before 15<sup>th</sup> July 2021.

1.3 The question papers for each subject for the End Semester Examination shall be prepared by the concerned faculty who taught the course. The question paper shall be as per the pattern explicitly specified for June 2021 examinations by the University.

1.4 Model question paper shall be published by the University. One third of the questions in each part shall be application/design oriented.

1.5 The maximum marks for the examination of each subject (course) will be 70 (42 for MBA). The maximum duration of the examination will be 2 hours and 15 minutes.

1.6 The Internal Quality Assurance Cell (IQAC) of the College shall scrutinize all question papers at college level, for conformity to the format spec and for quality assurance. IQAC shall formulate department level committees in this regard.

1.7 Colleges shall use appropriate arrangements utilising suitable online applications/software for online transmission of the question paper(s) to student(s) and to collect scanned copy of answer sheet(s) from them.

1.8 If any student expresses inconvenience in writing the examination from his/her house/location due to connectivity issues, such grievance shall be appropriately addressed by the respective Institution at the best interest of the student.

1.9 The valuation of answer scripts shall be done by the same faculty who set the question paper/taught the subject.

1.10 After valuation of the answer scripts, the marks of students shall be published/circulated among the concerned students.

1.11 Any grievances raised by the students shall be addressed by the grievance redressal cell of the college. Head of the Institution shall take a suitable decision considering the report of grievance redressal cell. However, if the student is not satisfied with the decision, he/she can approach the University, which is the appellate authority.

1.12 All documents including question paper, valued (in printed form) answer scripts, scheme of valuation etc. related with the conduct of this examination shall be subjected to scrutiny by the University. The documents in soft form shall be kept in the safe custody of the Principal/Superintendent of Examinations for a minimum duration



of 180 days after the completion of examinations.

1.13 The marks scored by the students in each subject (out of 70) shall be entered in the University portal by the concerned faculty (out of 42 for MBA).

1.14 The marks entered by the faculty will be out of 70 (NOT, out of 100) for B.Tech and out of 42 for MBA (NOT, out of 60). University will convert this mark to a scale of 100 (60 for MBA) by multiplying with 1.42857. This mark will be treated as the final mark of the End Semester Examination at the Institutional level. However, this Institutional level mark shall be converted to University level marks through a process of normalization as discussed below:

1.15 The Institutional level mark will be normalized on the basis of performance of the student up to the previous semesters {Cumulative Grade Point Average (CGPA) up to S7 for B.Tech S8 students, CGPA up to T5 for MBA (FT) T6 students and up to T7 for MBA (PT) T8 students} available as on date of processing of the result. CGPA for all students is available in the University database portal. The upper and lower limit for end semester examination marks for each student shall be decided from his/her CGPA as:

- i. The upper limit of the percentage marks (shall be computed based on the formula approved by academic committees of the University for conversion of CGPA to percentage of marks) for the End Semester Examination will be the percentage of marks corresponding to the CGPA of the student up to previous semester plus **15%** of the maximum end semester marks, rounded to the nearest integer, considering all the available results (including revaluation) on the date of processing of the results.
- ii. The lower limit of the percentage marks for the end semester examination will be the percentage of marks corresponding to the CGPA of the student up to the previous semester, rounded to the nearest integer, considering all the available results (including revaluation) on the date of processing of the results.

Eg. Assume that a B.Tech student has CGPA of 7.85 up to the seventh semester at the date of processing of results.

Percentage Marks of the student =  $10 \times 7.85 - 3.75 = 74.75\%$  (75% on approximation)

Upper limit of the percentage marks of the student in S8 =  $75 + 15 = 90\%$

Lower limit of the percentage marks of the student in S8 = 75%

1.16 Internal marks in each course/subject, allotted by the faculty concerned, will be normalized as per the procedure discussed in the Regulations, with reference to the End semester examination mark thus computed after normalization. Normalised internal mark is added to the End-semester examination mark (obtained after normalization) to obtain the total marks earned by the candidate in each course. **This total mark is the University Level Mark of the student in the subject/course.**



This total marks is used to decide the grade of the student in the concerned subject.

1.17 If a student is not satisfied with the grade obtained in any subject as discussed above, he/she has the option to **cancel all the grades** obtained through this process by appearing the end semester examination in the next available chance, which will be treated as his/her first chance. However, provision for cancelling or re-appearing the already written B.Tech (Hons.) Examinations through this process will not be permitted.

1.18 Students who fail in this examination are free to appear for the supplementary examinations as and when offered by the University in the conventional offline mode. However, no supplementary examination shall be offered for B.Tech (Hons.) programme.

1.19 The theory examinations shall be conducted between 28<sup>th</sup> June and 12<sup>th</sup> July 2021 (for B.Tech S8 FT and PT). Regarding MBA T6 FT and T8 PT, examination dates will be announced later. Individual institutions shall publish the schedule of examinations well in advance. All genuine complaints of students related with timings, connectivity etc. are to be favorably considered to the maximum extent possible at the Institutional level. Last date for the Institutional level mark entry including the B.Tech project work will be **19<sup>th</sup> July 2021**.

## **Part - 2 - Project / Comprehensive project / Architectural thesis**

**(applicable to all programmes)**

The Final Evaluation of final semester project/thesis can be conducted, based on interim results, review, survey, simulation, software-driven, or secondary-data based, considering the difficulties faced by students in doing laboratory based experiments and field/survey-based assignments. All the final evaluations shall be conducted in online mode as per the regulation relevant to the course by including the panel of Evaluators. Instead of external examiners, internal examiners mapped to the students, for the purpose of mark entry in the portal, will have to be approved by the University.

## **Part - 3 - Schedule for Project evaluation and Fee details**

3.1 Detailed time schedule for the final semester project/thesis evaluation shall be published by the respective colleges.

3.2 The details of fees will be published as a separate notification.

## **Part - 4 - Specific guidelines for the conduct of the examinations/evaluations**

### **4.A. Theory examinations:**

4.A.1 The End Semester Examinations shall be conducted between 28<sup>th</sup> June and 12<sup>th</sup>



July 2021. Individual institutions shall publish the schedule of examinations minimum 7 days in advance. All genuine complaints of students related with timings, connectivity etc. are to be favorably considered to the maximum extent possible at the Institutional level.

4.A.2 Name and signature of the question paper setter and verifying authority/faculty shall be placed at the end of the verified Question Paper.

4.A.3 Colleges shall use appropriate arrangements utilising suitable online applications/software for online transmission of the question paper(s) to student(s) and to collect scanned copy of answer sheet(s) from them.

4.A.4 The duration of examination shall be 2 hours 15 minutes. A maximum of 30 minutes shall be additionally provided to upload/submit the scanned answer sheets.

4.A.5 Students shall write their KTU ID registration number on TOP SIDE and affix their SIGNATURE on the BOTTOM SIDE of ALL PAGES.

4.A.6 Students are to submit the scanned answer sheets for one examination as a single PDF document with filename as KTU Registration Number and Course Code in the format <KTU Regn No\_Code> (For Eg; if XYZ17CS023 is the KTU Regn Number and CS402 is the course code; then the file name shall be XYZ17CS023\_CS402).

4.A.7 Students shall maintain the hard copy of their answer sheets for 180 days, for verification if needed.

4.A.8 The valuation of answer scripts shall be done by the same faculty who set the question paper/taught the subject.

4.A.9 After valuation of the answer scripts, the marks of students shall be published /circulated among the concerned students.

4.A.10 Any grievances raised by the students shall be addressed by the grievance redressal cell of the college. Head of the Institution shall take a suitable decision considering the report of grievance redressal cell. However, if the student is not satisfied with the decision, he/she can approach the University, which is the appellate authority.

4.A.11 All documents (including schedule of exam, question paper, valued answer scripts, scheme of valuation etc.) related with the conduct of this examination shall be subjected to scrutiny by the University. The documents shall be kept in the safe custody of the Principal/Superintendent of Examinations for a minimum duration of 180 days after the completion of examinations.

#### **4.B. Project / Thesis/ Jury**

4.B.1 Last date for the Institutional level mark entry for B.Tech project work will be 19th July 2021. The last date for mark entry of B. Arch Jury and PG thesis shall be as per the academic calendar. However, the submission shall be permitted till 2021 August 31, in the extended mode, if required.



4.B.2 Individual institutions shall publish the schedule of evaluation minimum 7 days in advance. All genuine complaints of students related with the schedule, connectivity etc. are to be favorably considered to the maximum extent possible at the Institutional level.

4.B.3 All the final evaluations shall be conducted in online mode as per the regulation relevant to the course by including the panel of Evaluators.

4.B.4 Appropriate consideration shall be given to students who are not able to attend the evaluation on the scheduled period on genuine reasons.

4.B.5 All documents including schedule of exam, panel members, details of evaluation, distribution of marks, etc. related with the conduct of this evaluation are subjected to scrutiny by the University. These documents shall be kept in the safe custody of the Principal/Superintendent of Examinations for a minimum duration of 180 days after the completion of the examinations.

4.B.6 Any grievances raised by the students shall be addressed by the grievance redressal cell of the college. Head of the Institution shall take a suitable decision considering the report of grievance redressal cell. However, if the student is not satisfied with the decision, he/she can approach the University, which is the appellate authority.

The Controller of Examinations shall prepare further details, if any, required on the conduct and assessment of these examinations, in line with the above orders.

Orders are hereby issued accordingly.

*Sd/-*

Dr. RAJASREE M S \*  
Vice Chancellor

Copy to:-

1. Principals of all affiliated Colleges
2. All members of the Syndicate
3. All members of the BoG and Academic Council
4. All statutory officers, IT division
5. Print & Visual media through P.R.O.

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



