



CIRCULAR

As per the University order No. 905/2021/KTU dated 12.06.2021, Eighth semester Examinations have to be conducted online internally by the Colleges from 28th June 2021.

Instructions to the students:

1. End Semester examinations will be conducted via Google classroom exclusively created for the University exam. Students have to join the same using the link shared by your department exam coordinator.
2. Question papers will be uploaded in Google classroom at the time of examination.
3. The entire exam session will be monitored through Google meet and the link will be shared by the exam coordinator.
4. Students are advised to enter the Google meet link 15 minutes prior to the commencement of the examination and the device camera should be positioned to get a clear visual of your face and answer scripts for the entire duration of the exam.
5. Use only white A4 sheets and blue/black ball point pen for writing.
6. **Students shall write their KTU ID registration number on TOP SIDE and affix their SIGNATURE on the BOTTOM SIDE of ALL PAGES.**
7. The maximum marks for the examination of each subject (course) will be 70 and the maximum 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.
8. **Students have to submit the scanned answer scripts for each examination as a single PDF document with filename as KTU Registration Number and Course Code in the format (For Eg; if XYZ17CS023 is the KTU Regn Number and CS402 is the course code; then the file name shall be XYZ17CS023_ CS402).**
9. Students should get **only one chance to upload their answer script in Google classroom**, so make sure that you have correctly attempted all the questions before final submission.

10. **Students should maintain the hard copy of their answer sheets for 180 days, for verification if needed.**
11. Students who have inconvenience in writing the exam from his/her house/location, due to connectivity or any other issues should intimate Head of the Institution well in advance in writing.
12. 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 st 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 th July 2021.
In such cases student should report the same in advance.

General Instructions:

1. Students should be well-dressed while attending the exam.
2. Late joining won't be allowed under any circumstances.
3. Students should not keep any written/printed materials on the table while writing the exam.
4. Students should keep all the essentials for the exam ready besides them, and should remain in their seats during the entire duration of exam.
5. Page number should be placed in bottom-left of all answer scripts
6. Ensure clarity of the content and avoid shadow/glare while capturing images of your answer scripts.
7. Before uploading makes sure that the pages in the PDF are in same orientation and correct order.
8. Invigilators may call student names during exam as part of monitoring and the student should respond to the invigilator.
9. Any misconduct or malpractice found during the exam will be treated seriously.

CHIEF SUPERINTENDENT