

**15 -ാം കേരള നിയമസഭ**

**3 -ാം സമ്മേളനം**

**നക്ഷത്ര ചിഹ്നം ഇല്ലാത്ത ചോദ്യം നം. 3535**

**26-10-2021 - ൽ മറുപടിയ്ക്ക്**

**ബി.ടെക് അവസാന സെമസ്റ്റർ പരീക്ഷയിലെ കൂട്ടത്തോൽവി**

ചോദ്യം		ഉത്തരം	
<b>ശ്രീ സി ആർ മഹേഷ്</b>		<b>Dr. R. Bindu</b> <b>(ഉന്നതവിദ്യാഭ്യാസ-സാമൂഹ്യനീതി വകുപ്പ് മന്ത്രി)</b>	
(എ)	<p>2019-ൽ നടന്ന ബി.ടെക് അവസാന സെമസ്റ്റർ പരീക്ഷയിൽ 'പ്രോഡക്ട് ഡെവലപ്മെന്റ് ആൻഡ് ഡിസൈൻ' എന്ന വിഷയത്തിൽ മാത്രമായി കൂട്ടത്തോൽവി സംഭവിച്ചത് സർവ്വകലാശാലയുടെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ടോ; പ്രസ്തുത വിഷയത്തിന്റെ മൂല്യനിർണ്ണയത്തിൽ പിഴവുണ്ടായതായി കണ്ടെത്തിയിട്ടുണ്ടോ;</p>	(എ)	<p>2019-ൽ നടന്ന ബി.ടെക് അവസാന സെമസ്റ്റർ പരീക്ഷയിൽ 'പ്രോഡക്ട് ഡെവലപ്മെന്റ് ആൻഡ് ഡിസൈൻ' എന്ന വിഷയത്തിൽ നിരവധി മൂല്യ നിർണ്ണയ ക്യാമ്പുകളിലായി നടന്ന മൂല്യ നിർണ്ണയത്തിൽ, ഒരു ക്യാമ്പിൽ ഈ വിഷയത്തിൽ നിരവധി വിദ്യാർത്ഥികൾ പരാജയപ്പെട്ടതായി സർവ്വകലാശാലയുടെ ശ്രദ്ധയിൽ പെട്ടിരുന്നു. ഈ വിഷയത്തിന്റെ മൂല്യ നിർണ്ണയത്തിൽ വീഴ്ച സംഭവിച്ചതായി കണ്ടെത്തിയിട്ടുണ്ട്.</p>
(ബി)	<p>പ്രസ്തുത മൂല്യനിർണ്ണയത്തിനായി അവലംബിച്ച ചട്ടങ്ങളും കൂട്ടത്തോൽവിയുടെ സാഹചര്യവും സർവ്വകലാശാല സ്വീകരിച്ച നടപടികളും വിശദമാക്കാമോ; മേൽവിഷയം സംബന്ധിച്ച എല്ലാ തീരുമാനങ്ങളുടെയും നടപടിക്രമങ്ങളുടെയും ഫയൽ രേഖകളുടെയും പകർപ്പ് ലഭ്യമാക്കാമോ;</p>	(ബി)	<p>പ്രസ്തുത മൂല്യ നിർണ്ണയത്തിന് അവലംബിച്ച ചട്ടങ്ങൾ ഉൾക്കൊള്ളുന്നത് 2016ൽ യൂണിവേഴ്സിറ്റി പുറപ്പെടുവിച്ച Examination Handbookൽ ആണ്. 'പ്രോഡക്ട് ഡെവലപ്മെന്റ് ആൻഡ് ഡിസൈൻ' എന്ന പരീക്ഷയുടെ Answer scripts മൂല്യ നിർണ്ണയം നടത്തിയ നിരവധി പരീക്ഷ ക്യാമ്പുകളിലെ ഒരു പരീക്ഷ ക്യാമ്പിൽ നിരവധി വിദ്യാർത്ഥികൾ പരീക്ഷക്ക് തോറ്റത് ശ്രദ്ധയിൽ പെട്ടപ്പോൾ പ്രസ്തുത ക്യാമ്പിൽ മൂല്യ നിർണ്ണയം നടത്തിയ answer scripts പുനർ മൂല്യ നിർണ്ണയം നടത്താൻ വൈസ് ചാൻസലർ ഉത്തരവിട്ട പ്രകാരം പുനർ മൂല്യ നിർണ്ണയം നടത്തിയിരുന്നു. പുനർ മൂല്യ നിർണ്ണയം നടത്തിയപ്പോൾ ഒരു അധ്യാപകൻ ആദ്യ മൂല്യ നിർണ്ണയത്തിൽ വീഴ്ച വരുത്തിയതായി കണ്ടെത്തി. തുടർന്ന് വൈസ് ചാൻസലർ ഉത്തരവിട്ട പ്രകാരം ഇക്കാര്യത്തിൽ South zone Examination Monitoring Committee യെ കൊണ്ട് നടത്തിയ അന്വേഷണത്തിൽ ആദ്യ മൂല്യ നിർണ്ണയം നടത്തിയ അധ്യാപകൻ വീഴ്ച വരുത്തിയതായി കണ്ടെത്തുകയും ടിയാനെതിരെ നടപടി ശുപാർശ ചെയ്യുകയും ചെയ്തു. ശുപാർശയുടെ വെളിച്ചത്തിൽ 2019 ഒക്ടോബർ 9-ാം തീയതിയിൽ കൂടിയ</p>

			എട്ടാമത് സിൻഡിക്കേറ്റ് യോഗം അധ്യക്ഷനായ 25000 രൂപ പിഴ ചുമത്താനും, KTU അധ്യക്ഷ ID റദ്ദാക്കാനും അദ്ദേഹം സേവനം അനുഷ്ഠിച്ചു കൊണ്ടിരുന്ന കോളേജിൽ നിന്നും പുറത്താക്കാൻ മാനേജ്മെന്റിനോട് ശുപാർശ ചെയ്യാനും തീരുമാനിച്ചു. പ്രസ്തുത തീരുമാനം നടപ്പാക്കുകയും ചെയ്തു. ഇത് സംബന്ധിച്ച മുഴുവൻ രേഖകളുടെയും പകർപ്പ് ഇതോടൊപ്പം അനുബന്ധം 'എ' ആയി ചേർക്കുന്നു.
(സി)	പ്രസ്തുത പിഴവ് പരിഹരിച്ച് പുതിയ മാർക്ക് രേഖപ്പെടുത്തി റിസൾട്ട് പ്രസിദ്ധീകരിക്കുവാൻ സർവ്വകലാശാല ആശ്രയിച്ചത് പിഴവ് വരുത്തിയ പരിശോധകനെക്കാൾ സീനിയർ ആയ പരിശോധകനെയോണോയെന്ന് അറിയിക്കാമോ; മേൽപ്പറഞ്ഞ പരിശോധകരുടെ സീനിയോറിറ്റിയുടെയും പരിചയസമ്പത്തിന്റെയും വിശദാംശങ്ങൾ ലഭ്യമാക്കാമോ;	(സി)	സർവ്വകലാശാല പരീക്ഷകളുടെ മൂല്യ നിർണ്ണയവും പുനർ മൂല്യ നിർണ്ണയവും അനുബന്ധ കാര്യങ്ങളും നടത്തുന്നത് 2016 ലെ Examination Handbook ലെ വ്യവസ്ഥകൾ പ്രകാരവും കാലാകാലങ്ങളിൽ സിൻഡിക്കേറ്റ് എടുക്കുന്ന തീരുമാനങ്ങൾ പ്രകാരവും ആണ്. ഇക്കാര്യത്തിൽ പരിശോധകരുടെ സീനിയോറിറ്റി മാനദണ്ഡമാക്കാറില്ല.
(ഡി)	റിസൾട്ട് പ്രസിദ്ധീകരണത്തിന് മുൻപ് കൂട്ടത്തോൽവി കണ്ടെത്തി പരിഹാരനടപടികൾ സ്വീകരിച്ചതിന് ശേഷം മാത്രം റിസൾട്ട് പ്രഖ്യാപനം നടത്തിയ എത്ര സംഭവങ്ങൾ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ടോ; വിശദീകരിക്കാമോ;	(ഡി)	ഇത്തരം സംഭവങ്ങൾ നാളിതുവരെ റിപ്പോർട്ട് ചെയ്യപ്പെട്ടിട്ടില്ല.
(ഇ)	മൂല്യനിർണ്ണയങ്ങളിലെയും പുനർമൂല്യനിർണ്ണയങ്ങളിലെയും അപാകതകൾ കണ്ടെത്തിയതിനെത്തുടർന്ന് തെറ്റുവരുത്തിയ പരിശോധകർക്കെതിരെ നാളിതുവരെ സ്വീകരിച്ച നടപടികളുടെ വിശദാംശങ്ങൾ ലഭ്യമാക്കാമോ;	(ഇ)	മൂല്യ നിർണ്ണയത്തിലും പുനർ മൂല്യ നിർണ്ണയത്തിലും വീഴ്ച വരുത്തിയ അധ്യക്ഷരുടെ വിവരങ്ങളും അവർക്കെതിരെ എടുത്ത നടപടികളുടെ വിശദാംശങ്ങളും ശേഖരിച്ചു വരുന്നു.
(എഫ്)	കൂട്ടത്തോൽവി ശ്രദ്ധയിൽപ്പെട്ടതിനെ തുടർന്ന് ഇത്തരം തെറ്റുകൾ ആവർത്തിക്കാതിരിക്കുവാൻ സ്വീകരിച്ച നടപടികൾ വിശദമാക്കാമോ?	(എഫ്)	ഇത്തരം വീഴ്ചകൾ ആവർത്തിക്കാതിരിക്കാൻ മൂല്യ നിർണ്ണയത്തിൽ വീഴ്ച വരുത്തുന്ന അധ്യക്ഷരിൽ നിന്നും പിഴ ഈടാക്കുന്നത് ഉൾപ്പെടെയുള്ള അച്ചടക്ക നടപടികൾ സ്വീകരിച്ചു വരുന്നു. ആയതിലേക്ക് 31.01.2019 ലെ KTU/SOEX-II/1117/2018 എന്ന ഉത്തരവ് സാങ്കേതിക സർവ്വകലാശാല പുറപ്പെടുവിച്ചിട്ടുണ്ട്.

സെക്ഷൻ ഓഫീസർ



**APJ ABDUL KALAM TECHNOLOGICAL  
UNIVERSITY**

**EXAMINATION HANDBOOK  
(For Internal Private Circulation Only)**

**2016**

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# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY (KTU)

## EXAMINATION HANDBOOK

### 1. INTRODUCTION

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY (KTU) is empowered with conduct of examination, valuation of answer scripts and publication of results of all affiliated colleges/institutions for all programmes affiliated to it. The University has an Examination Management System (EMS) for this purpose. The Controller of Examinations is the chief executive of the examination management system. The objectives of the EMS are

- i. Conduct of examination as per the schedule in academic calendar of KTU
- ii. Ensuring systematic, precise and uniform procedure in conducting the examination in all colleges
- iii. Smooth and hassle free conduct of examination and valuation
- iv. Completion of valuation process in minimum time to meet schedule of events in the academic calendar
- v. Publishing of results as scheduled in the academic calendar of KTU
- vi. Transparency and accountability in conduct of examination and valuation upholding the confidentiality

The features of examination conduct, valuation and publishing of results are explained in this handbook.

### 2. QUESTION PAPER SETTING

All faculty members handling a course shall set at least one sample question paper for B.Tech degree examinations. At least one set of question paper for each course offered in a college shall be forwarded to the Controller of Examinations within the specified date. In case a particular course is offered in only few colleges, more question papers will be set by question paper setters appointed by the Controller of Examinations

The Controller of Examinations will constitute a Board of question paper setters and scrutiny for each course for which examinations are to be held. A Convener will be appointed by the Controller of Examinations for each board. However it is not mandatory that Board of question paper setters and scrutiny shall be appointed for each course every year if question papers set for the same examination by a previous Board are available with the Controller of Examinations. No one shall act as a member/convener of question paper setting or question paper scrutiny committee if his/her near relative (Please see Para 6.0 of this Handbook) is appearing in the examination.

The Board of question paper setters and scrutiny shall be responsible for preparing minimum 5 sets of question papers. The Convener and members of the Board may scrutinize the papers set, to ascertain whether required standards have been maintained and whether the questions



are in conformity with the prescribed syllabus and scheme. The minutes of all Board meeting shall be recorded by the Convener and submitted to the Controller of Examinations.

The Convener, Cluster Level Graduate Committee (CGPC) shall be responsible for setting of question papers of M.Tech degree courses and transferring them to the Controller of Examinations as per the norms approved by the University.

The Controller of Examinations may cancel the appointment offered to any person as examiner or paper setter for reasons to be recorded. In case any examiner or paper setter is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the Controller of Examinations will report the names of such persons to the Vice-Chancellor who may disqualify such persons from being examiner/paper setter.

The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examination for which he or she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

## 2.1 Instructions to Convener & Members of Question Paper Setters & Scrutiny

- a. All are requested to keep their appointments strictly confidential.
- b. Each question paper must contain the name of the examination, the name of the course, the maximum marks assigned, the duration and special instructions, if any.
- c. The marks assigned to each question/sub-divisions of questions shall be noted against the concerned question.
- d. The number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- e. Question paper setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts of copies of question papers shall be kept with the same care and secrecy as question papers themselves.
- f. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or far-fetched, or beyond the required standard.
- g. The questions shall be evenly distributed as per the whole syllabus and course plan.
- h. The questions must be selected such that 45% of questions may be simple and direct so that any average student can answer the questions. 30% of questions may be of a moderate degree of difficulty and 25% of the questions may be of high degree of difficulty.
- i. The paper shall be such that a student of decided ability well prepared in the course can reasonably be expected to answer the paper completely within the allotted time.
- j. Information regarding permission to use data books, tables, charts, graphs etc. shall be mentioned in the question paper.
- k. Questions shall not be a mere reproduction from text books or other question papers.



### **3. CONDUCT OF EXAMINATION**

#### **3.1 ARRANGEMENTS**

All examinations of the University shall be conducted at respective colleges/institutions affiliated to the University, unless otherwise decided by the University

#### **3.2 EXAMINATION COMMITTEE**

The Controller of Examinations will constitute three examination committees with professors/ Associate Professors from Govt./Aided colleges as members. Each committee will have three or four members and the senior most member will be the Chairman of the committee. The colleges/institutions in Thiruvananthapuram, Kollam and Pathanamthitta will be under the control of Southern Region Examination Committee. The college or institutions in Alappuzha, Eranakulam, Idukki and Kottayam will be under the control of Central Region Examination committee. The colleges/institutions in Kannur, Kasargode, Kozhikode, Malappuram, Palakkad, Thrissur and Wayanad will be under the control of Northern region examination committee.

##### **3.2.1 Powers, functions and Duties of the Examination Committee**

- (i) Oversee and monitor the conduct of examination and valuation
- (ii) Advise the Controller of Examination on matters related to examination and valuation
- (iii) Monitor the duties of observers and examiners
- (iv) Conduct enquiry/ review on malpractice cases.
- (v) Examine and recommend actions on complaints regarding conduct of examination and valuation by faculty or students.
- (vi) Convene meetings of the committee and meeting of Chairmen and Chief examiners with the permission of CoE, as and when required for the execution of duties.
- (vii) Coordinate revaluation of answer scripts

#### **3.3 EXAMINATION CONTROL ROOM**

Every Examination centre shall have a Control Room which shall oversee the entire process of the conduct of the Examination. The Control Room shall be under the charge of the Principal of the College. Only persons who have been duly authorized by the University shall be allowed to enter the examination control room. The control room should have a computer(s) with internet connection, printer(s) and Photostat machine dedicated to examination work. Mobile phones and other electronic gadgets are not permitted inside the Examination Control Room. The Principal, the Observer and the Chief Supdt. are permitted to use mobile phones inside the Examination Control Room.



### 3.4 OBSERVER

An Observer will be posted to every Examination Centre. The observer shall be a senior faculty from another College. The observer shall be present in the centre on every day of examination from 1 hour prior or as directed by the CoE to the scheduled commencement of the Examination till the end of all formalities of conduct of Examination.

#### 3.4.1 DUTIES OF THE OBSERVER

##### 3.4.1.1 Before the Examination

- a. The FN exam starts at 9:30 am and AN exam starts at 1:30 pm (on Fridays, AN exam starts at 2:00 pm). The Observer shall be present in the Examination Control Room 1 hour prior to the scheduled start time of Examination or as directed by the CoE.
- b. The question papers for the examination shall be downloaded, printed and packed in the examination control room only. The question papers will be downloaded using one time password (OTP) sent to the Principal at the scheduled time. The Observer has to sign a declaration to the effect that the QP was downloaded and packed in his/her presence.
- c. Verify that the question papers downloaded are meant for the date and session (FN/AN) of the exam.
- d. Assure that during the above process strict confidentiality is maintained at control room and do not allow anybody other than the Principal to communicate over phone or any other means.

##### 3.4.1.2 During the Examination

- a. During examination time, frequently visit all the examination halls to check fair conduct of examination. If any unfair incident is noticed, report it to the Principal immediately and send a report to the Chairman of the Examination Committee.
- b. If any student is found involved in unfair means, report the case to the Principal and handover all proofs and evidence of unfair means and answer book in a separate sealed cover along with a brief report.
- c. After 30 minutes from the commencement of examination see that attendance sheets and unused answer booklets are returned to the control room from the examination halls.
- d. Being a University representative, ensure smooth conduct of examination at the centre.

##### 3.4.1.3 After the Examination

- a. Ensure that the packets containing answer booklets from all examination halls are handed over to the Principal/Chief Supdt. by the Invigilator within 15 minutes after the scheduled closing time of the exam.



- b. Ensure that the packets are packed and sealed for transmission to the valuation centre.
- c. Verify the stationery register for usage of answer book and counter sign the entries the entries.

#### 3.4.1.4 Leave of absence

In case any observer is unable to perform his / her assignment due to emergencies, the same shall be communicated to the Controller of Examinations, KTU immediately.

### 3.5 CHIEF SUPERINTENDENT

The Principal will be the Chief Superintendent. The Principal can nominate a Senior faculty to act as Chief Superintendent on his/her behalf. No person shall act as Chief Superintendent if his/her near relative is appearing at the examination. Persons regarded as near relations are indicated in Section 6.0 of this Handbook. The Chief Superintendent shall be responsible for the smooth conduct of the examination at the Centre, in accordance with the norms, instructions, directives and policies of the University.

### 3.6 INVIGILATION

The Principal shall appoint invigilators, according to the following norms.

- i. No one will act as an invigilator if his/her near relative (Please see Para 5.0 of this Handbook) is appearing in the examination, in his/her shift.
- ii. As far as possible, a teacher handling a course shall not be appointed for invigilation in a room, on a particular day, where the examination of that course is being held.
- iii. The invigilator shall be a teaching faculty of the College.
- iv. The student to invigilator ratio shall not exceed 30.

#### 3.6.1 Duties of Invigilators

- a. Report to the Examination Control Room 30 minutes prior to the scheduled start of the Examination
- b. Collect the packet containing question papers, attendance sheet & blank answer booklets pertaining to the room allotted to him/her and rough sheets from the faculty in charge of examinations.
- c. Reach the examination room 15 minutes before the scheduled start of examination.
- d. Verify the identity of the student by checking the College Identity Card and the hall ticket.
- e. Make the announcements listed in Section 3.6.2.
- f. Distribute answer booklets 10 minutes before the scheduled start of the examination.
- g. Open the packet containing question papers 5 minutes prior to the scheduled start of examination and distribute to the students.
- h. Get the signature of the student on the attendance sheet.





- i. Hand over attendance sheets and unused answer booklets to the control room through the authorised official of the college after 30 minutes from the start of examination.
- j. Collect all answer booklets course-wise.
- k. Hand over the answer booklets to the Chief Supdt./Faculty in charge of Examinations.
- l. Any other duty assigned by the University from time to time.

### 3.6.2 Announcements to be made by the invigilator to the students.

1. Check the answer book and ensure that it contains all pages in good condition.
2. No additional sheets or books will be supplied.
3. Make sure that mobiles and any other non-permissible materials are not possessed.

## 3.7 ANSWER BOOKLETS

Answer books will be supplied by the University. The answer books supplied by KTU should only be used for the examinations conducted by KTU. The details of answer booklets received should be entered in the Stock Register maintained for the purpose. Entries in this Register should be current. The Stock Register should be made available to the Inspection Team/Observer of the University for scrutiny.

### 3.7.1 Instructions about Answer Book

- a. The candidate shall make entries on the cover page of the Answer Booklet.
- b. The invigilator is required to check all the entries made on the cover page.
- c. The students must NOT write their Register Numbers anywhere in the answer booklet.
- d. The students should not tear out any page or part thereof from the Answer Books.
- e. The candidates must score across the answer which they do not want to be valued by the examiner.
- f. The students should neither write their name nor make any identification marks on any part of the Answer Booklet.
- g. The students should not write on the reverse side of the front page. Both sides of the subsequent sheets in the Answer Books can be used for answering.
- h. The name of the Examination Centre/College or the place of the Exam Centre should not be indicated anywhere in the Answer Books.
- i. The rubber stamp of the name and place of the Exam Centre should not be affixed anywhere in the Answer Books.
- j. All the unused Answer Booklets should be kept under the confidential custody of the Principal/Chief superintendent.
- k. The Chief Superintendent shall enter the details of the number of Answer Books 'received', 'used', 'defective' and 'balance', in the Stock Register every day after the exams are over.
- l. The Chief Superintendent should retain the remaining unused Answer Books in his/her custody after the examinations are over. An entry, to this effect, be made in the Stock Register of the Answer Books and the same may be used in the upcoming examinations.



- m. In case there is a change in the venue of the Examination Centre at a place, the stock shall be transferred from the old venue to the new one.

### 3.8 SEATING ARRANGEMENT

For each examination, the seating arrangement of students in the examination halls is to be displayed at the entrance of hall 20 minutes before the commencement of examination. The seating arrangement for each day of examination shall be different. The display notice indicating hall allotment for each session shall be displayed 30 minutes before the commencement of examination at prominent places.

### 3.9 PRINTING AND PACKING OF QUESTION PAPERS.

The FN session of examination starts at 9:30 am and afternoon examination starts at 1:30 pm (On Fridays the AN session starts at 2:00 pm)

There are two modes of question paper printing (i) offline mode and (ii) online mode.

#### (i) Offline mode

The question papers will be printed, packed and supplied to all colleges by the University in advance.

#### (ii) Online mode

The question papers have to be downloaded and printed in all examination centres at the control room. A password will be provided to the Principal for downloading the question papers. Nobody else other than the Principal/Chief Supdt, the Observer and officials authorised by the Principal shall involve in printing and packing of question papers.

### 3.10 ADMISSION OF STUDENTS

Students shall bring their hall ticket and college identity card, on each day of the examination and shall produce the same when demanded by the Chief Superintendent or Invigilator or any other person authorised by the University for the purpose. The Principal shall have the power provisionally to admit a student who has lost his/her hall ticket and/or identity card for one day, if personally satisfied as to the identity of the student. In subsequent days the student has to bring new hall ticket issued by the University and/or identity card issued by the college.

Students shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.

Students presenting themselves more than 15 minutes after the commencement of examination should not be admitted for the examination of that day.



It shall be competent to the Principal to exclude any student from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

Students who are not eligible to appear the examination, due to not satisfying any of the eligibility criteria as per the respective ordinances/regulations of the programme, shall not be admitted to the examination hall.

### 3.11 DISCIPLINE IN THE EXAMINATION HALL

Students are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether in explanation of the meaning or in correction of typographical errors. Students are not allowed to write anything except the register numbers and names on the question papers supplied to them.

Students should not indulge in any malpractices in the University examination. If any student is found to be indulged in any type of malpractice appropriate action shall be taken by the Principal immediately. Different types of malpractices and the punishments for them are given in Appendix 1. Any malpractice case and the action taken shall be reported to the CoE along with all documents and evidences, after enquiry.

### 3.12 LEAVING THE EXAMINATION HALL

No students shall be allowed to leave the examination hall till the expiry of one hour after a question paper has been given out and no student who leaves the room during the period allotted for the paper shall be allowed to return within that period. Students who leave the examination hall before the end of examination should surrender their question papers to the invigilator and may collect them back after the examination, if they desire so.

Students shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the hall after keeping their answer books in their seats.

## 4. VALUATION OF ANSWERS SCRIPTS

### 4.1 VALUATION PROCEDURE FOR B.TECH EXAMS

The Controller of Examinations shall constitute a Board of Examiners, for each examination. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board. All examiners shall be required to attend meetings, if any, convened by the University. In case a member does not turn up for the meeting(s) or duty without sufficient reasons, the Controller of Examinations may take appropriate punishment in this regard.



Situations where a member of the Board of question paper setters/examiners indulge in purposeful negligence, violation of secrecy and other misconduct shall immediately be brought to the notice of the Controller of Examinations, who will take appropriate action in this regard. The evaluation of answer books are to be done with utmost care and without any bias.

#### 4.2 VALUATION CENTRES

The valuation will be done at different centres with each centre consisting of a cluster of Colleges/Institutions.

Each centre will have a Camp Officer, who will be a senior professor of the college appointed by the CoE on the recommendation of the Principal. The camp officer is responsible for arranging all facilities for valuation. He/she shall oversee and monitor the valuation in his/her centre. He/she shall report the daily progress of valuation and the names of examiners who have not turned up for valuation to the Chairman of the concerned examination committee. He/she will act as the representative of the University at his/her centre.

#### 4.3 CHAIRPERSONS

The University will appoint Chairmen for a course or a group of courses in each valuation centre. The Chairmen will be Professors OR Associate Professors of the Colleges affiliated to the University. The Chairman has to give guidelines to the Chief Examiners regarding valuation and monitor the progress of valuation. He/she shall recommend alternative examiners in case the appointed examiner does not turn up for duty. The Chairman has to convene the meeting of Chief Examiners and discuss key and scheme of valuation supplied. The key and the scheme are to be approved by the Chairman before the start of valuation.

#### 4.4 CHIEF EXAMINERS

Chief examiners will be appointed by the University for each course at each centre. The chief examiners will be Associate Professors/Selection Grade/ Senior Grade Assistant Professors of Colleges affiliated to the University. Each chief examiner shall be allotted a maximum of three assistant examiners at a time for a course. The duties of the Chief Examiner are

- (i) If key and scheme of valuation is supplied by the University, scrutinise the key and scheme and point out mistakes, if any, to the Chairman.
- (ii) Give guidelines to the additional examiners to ensure uniform valuation among different examiners.
- (iii) Revalue minimum 20% of answer scripts selected at random, valued by the assistant examiner.
- (iv) Revalue all answer scripts with marks scored in between 30 and 45 %.
- (v) Scrutinise all the valued answer scripts.



(vi) Approve and forward marks awarded by the additional examiners after making corrections, if any.

#### 4.5 ADDITIONAL EXAMINERS

A maximum of three additional examiners will be assigned to a chief examiner for valuation. They shall start valuation only after receiving approved key and scheme for the course. The valuation must be done with utmost care and secrecy. It must be done according to the guidelines given by the chief examiner and as per the scheme given. No answer should be left unvalued. Scrutiny of marks should be done meticulously. Minor mistakes from the side of students such as omission of question no. or incorrect question no may be overlooked judiciously. Any negligence or lack of seriousness from the part of examiner will be viewed seriously and appropriate punishment including fine will be imposed on the examiner. The examiners shall not put marks inside the answer book, marks shall be written only in the space provided in the cover page/inner page.

The number of Answer books to be valued:

	<b>Day 1</b>	<b>Day 2 onwards</b>
<b>B.Tech</b>	10	25
<b>M.Tech</b>	5	10

#### 4.6 VALUATION PROCEDURE FOR PG EXAMS

The valuation of answer scripts of M.Tech degree examinations are done at the CGPC centres. The answer papers of M.Tech/MBA examinations will be valued by two examiners. The two examiners will be mostly from two different colleges in the cluster. The average of marks obtained in the two valuations will be taken for grading. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, it will be valued by a third examiner and average of the closest two marks to the advantage of student shall be considered for grading.

##### 4.6.1 CHAIRMEN

A Chairman will be posted at each centre for each branch. The Chairmen will be Professors of Colleges affiliated to the University. The Chairman has to give guidelines to the examiners regarding valuation and monitor the progress of valuation. He/she shall recommend alternative examiners for third valuation in case it is needed.

#### 4.7 KEEPING OF ANSWER SCRIPTS AFTER VALUATION

The answer scripts after valuation are to be bundled, properly recorded and kept in safe custody for easy retrieval at the centres for 90 days from the date of publication of results. The Chiefsuperintendent shall be able to hand over valued answer paper for the



purpose of revaluation or other purpose to the University official on demand in the minimum time.

#### 4.8 REVALUATION (For B.Tech Examination only)

The students can apply for revaluation of answer scripts by remitting the requisite fee. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student. If this average mark is less than the original mark, the original mark will be retained. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

There will be no provision for revaluation of answer scripts of PG and B.Arch examinations as they are valued by two different examiners.

### 5. PUBLISHING OF RESULTS

The internal marks and attendance shortage are to be uploaded in the KTU website by the Principal as per the academic calendar published. The internal marks uploaded by the college principals and the end semester/trimester examination marks uploaded by the examiners will be added to arrive at total marks. The grades and grade points of a course will be allotted based on this total marks as per the ordinance/regulation of the programme.

#### 5.1 PASS BOARD MEETING

When the tabulation is completed as above, the CoE will convene a meeting of the Pass Board constituted from the Board of Chairmen. The statistics of the results of valuation shall be presented to the Board for consideration. The Board may pass the results as such or with such modification as it may decide. The minutes of the Board shall be put up for approval by the CoE. The same may be reported in the Academic committee. The modifications approved by the CoE shall be effected in the tabulated results. The results will be then published in the KTU website. The students can login to the KTU web portal and download his/her grade card. The colleges can download the consolidated results from the website using their username and password.

### 6. NEAR RELATIVES

Son, daughter, son-in-law, daughter-in-law, grand son, grand daughter, grand son-in-law, grand daughter-in-law, sister-in-law, brother-in-law, nephew, niece, brother, sister, uncle, aunt, wife, husband and such ones as may be indicated by the University, are regarded as near relations for the purposes of the Handbook.



## **7. REMUNERATION**

Remuneration for various duties such as question paper setting, question paper scrutiny, valuation as Chief examiner, conduct of exam etc will be paid in proportion to the points earned by the concerned persons. The points awarded for different duties are listed in Appendix 2. The cash equivalency of one point will be decided for each academic year by the University. In addition to the remuneration, the faculty or experts attending board meeting of question paper setting, scrutiny committee meetings, examination committee meetings, attending duty as external examiner for viva-voce, project evaluation etc as stipulated in ordinances/regulations for different programmes are eligible for TA/DA as per University norms.

The Principal can avail advance from the University for meeting expenses in connection with conduct of examinations (limited to 75% of eligible amount). The advance has to be settled within two weeks from the last day of examination by submitting all the bills, vouchers and receipts certified by the Principal for the claim, failing which no more advance or claim will be entertained.

## **8. MISCELLANEOUS**

### **8.1 Granting Extra Time**

The Controller of Examinations on the recommendations of a Govt. Medical Officer not below the rank of an Asst. Surgeon and the Principal has the power to grant extra time to differently abled candidates for answering papers at University examinations. Extra time of 30 minutes shall be granted to such students to write the examination of 3 hours duration with proportionate reduction of extra time for papers of shorter duration.

### **8.2 Use of Scribes**

The Controller of Examinations has the power to allow scribes for blind candidates and a small category among disabled candidates whose disability incapacitates the student from writing based on the recommendations of a Govt. Medical Officer not below the rank of a civil surgeon and the Principal. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5)

### **8.3 Appointment of scribes**

In case of students who are eligible to avail of the services of scribes, the University shall authorise the Principal to appoint scribes according to the following conditions.

- i. The scribe shall not be an employee of the college/centre where the examination is conducted.
- ii. The scribe shall not be a relative of the student who is appearing for the examination.
- iii. The educational qualifications of the scribe shall be less than those of the student.



- iv. A pro forma with declaration in the format given in Appendix 4 shall be obtained from the scribe.
- v. The pro forma signed by the scribe shall be forwarded to the University.





## APPENDIX 1

### MALPRACTICES/OTHER OFFENCES IN THE UNIVERSITY EXAMINATIONS

Sl No	Type of Malpractice/Offence	Punishment
1.	Impersonation	Permanent debarring Reference to Police
2.	Introduction of any non-permissible material relevant to the examination, with the intention of copying and possession of them	Debarring for one to three chances
3.	Possessing any written matter on scribing pad, calculator, data book, hand kerchiefs, clothing, socks, instrument box, identity card, scales, or in any part of the body	Debarring for one to three chances
4.	Resisting to hand over non-permissible material brought to the examination hall to the invigilator	Debarring for six chances
5.	Possession of mobile phones, tab, pen camera and such other electronic gadgets	Debarring for three chances
6.	Copying from neighbor's answer scripts	Debarring for one to three semesters depending on gravity
7.	Disobeying the invigilator/ other officials or resistance to instruction from authority	Debarring for four to six chances
8.	Using filthy language in the answer books	Debarring for three to six chances
9.	Copying from any material and resisting the instruction of invigilator	Debarring for six to eight chances
10.	Destroying the evidence of malpractice like tearing, mutilating the answer scripts or running away with the answer scripts from the examination hall	Debarring for six chances to Permanent Debarring
11.	Writing on the question paper and/or passing on the same to other student(s) in the Examination Hall	Cancellation of examination of both the candidates involved



12.	Changing/replacing roll numbers and answer books	Permanent Debarring
13.	Manhandling or threatening the invigilator/officers or any authority of the University	Permanent Debarring Reference to the police
14.	Sitting at wrong seat	Debarring one chance
15.	Threatening/requesting the neighbor to show the answer script	Debarring one to two chances
16.	Helping neighbors to answer questions	Debarring for two to four chances
17.	Tampering with answer books of neighbors	Debarring for six chances to permanent debarring
18.	Tampering answer books, removing pages, tampering bar code, writing register no, name, name of college or other identifying marks within the answer book	Debarring two to three chances
19.	Disturbing the candidates from outside	Registration as student shall be cancelled  Reference to Police  Debarring for one to two chances
20.	Disturbance outside the Hall	Registration shall be cancelled  Debarring for two chances to permanent debarring  Reference to the police
21.	Shouting answers from outside	Registration as student shall be cancelled  Debarring for two chances
22.	Stealing answer books, smuggling question papers or other examination materials	Registration as student shall be cancelled  Reference to police



23.	Breaking open the closed examination halls	Registration as student shall be cancelled Reference to Police Debarring for two chances
24.	Tampering arrangements for conduct of examination	Registration as student shall be cancelled Reference to Police Debarring for two chances
25.	Threatening/bribing invigilators, officials and examiners	Registration as student shall be cancelled Reference to police Debarring for one chance to permanent debarring
26.	Refusing to hand over question paper when leaving the room during examination hour	Not to be allowed to take the examination of subsequent days



## APPENDIX 2

### POINTS FOR EXAMINATION RELATED WORKS

Sl No	Description of work	Payee	Points
1.	Scrutiny of Question paper & Key	Member(s)	50 per set ( to be divided equally among the members)
2.	Setting of B.Tech/B.Arch question paper & key	QP setter	120 per set
3.	Setting of M.Tech/M.Arch./M.Plan/MBA question paper & Key	QP setter	150 per set
4.	Revaluation of B.Tech answer books	Examiner	3 per script/ 2 per script (for 2 hour paper)subject to a minimum of 50 points per season
5.	Second or third valuation of M.Tech/MBA/B.Arch answer books	Examiner	3 per script subject to a minimum of 50 points per season
6.	Conduct of Oral exam of Comprehensive viva ( for external examiners only)	Examiner	2 per student subject to a minimum of 10 points
7.	B.Tech/B.Arch project evaluation & viva (for external examiners only)	Examiner	4 per student subject to a minimum of 20 points
8.	M.Tech thesis valuation & viva-voce ( for external examiners only)	Examiner	20 per student



9.	Conduct of University theory exam To be distributed as follows Principal/Chief Supdt - 05% Invigilation - 35% Stationery -40% Logistics** - 20% (**Supdt, Clerk, Peon, Waterman, Sweeper, Scavenger etc.)	Principal	1.0 per student per session
10.	Camp officer	Camp Officer	will be decided for each season
11.	Chairman	Chairman	Will be decided for each season
12.	Chief Examiner	Chief Examiner	One DA per day
13.	Observer	Observer	200 per day for FN or AN Exam only 300 per day for FN and AN Exam
14.	Examination Committee	Chairman/ Members	Sitting fee 100 per meeting
15.	Examination Squad	Member	50 per College per visit
16.	Contingency and Stationery Expenses in Valuation / Revaluation Camp Centre	Principal/ Camp Officer	500 points plus 1 point per 20 papers or part thereof
17.	Camp Allowance for Asst. Camp officer	Asst. Camp Officer	Will be decided for each season
18.	Camp Clerk/ Data Entry Operator	Camp Clerk/DEO	40 per day
19.	Camp Assistant	Camp Assistant	35 per day



### APPENDIX 3

#### **PROFORMA FOR SCRIBES**

1. Name and Address of the scribe :
2. Date of Birth :
3. Details of educational qualifications/  
examinations appeared :
4. Specimen signature of the scribe :
5. Name and Register No of the student  
For whom the scribe is appearing :

#### **DECLARATION**

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (8.3) above.

Place:

Date:

Signature of Scribe

Countersigned by the Principal :



For 2016-17 Examinations onwards, the Camp allowance is as follows:

Sl.No.	Position	Camp allowance
1	Principal	Rs. 10000/- per Semester
2	Camp Officer	Rs. 5000/- plus 1 point for 10 Answer Books
3	Asst. Camp Officer	Rs. 3000/- plus 1 point for 20 Answer Books
4	Chairperson	If total answer books $\leq$ 1000, Rs. 1000/- plus 1 point for 10 Answer Books.  If total answer books $>$ 1000, Rs. 3000/- plus 1 point for 10 Answer Books.

The following modifications in the Examination Handbook (Appendix 2)

Sl.No.	Description	Points as in Handbook	Revision Suggested
9	Conduct of University theory exam To be distributed as follows Principal/Chief Supdt - 05% Invigilation - 35% Stationery - 40% Logistics** - 20% (*Supdt, Clerk, Peon, Waterman, Sweeper, Scavenger etc.)	1.0 per student per session	Conduct of University theory exam To be distributed as follows 1. Principal/Chief Supdt plus Asst. Suptt. - 10% 2. Preliminary Arrangement & Conduct of Exam - 10% 3. Invigilators - 55% 4. Support staff - 10% 5. Stationery - 5% 6. Packaging - 10%
12	Chief Examiner	One DA per Day	One DA per day plus revaluation rate for answer books revalued above 20%
16	Contingency and Stationery Expenses in Valuation / Revaluation Camp Centre	500 points plus 1 point per 20 papers or part thereof	1000 points plus 1 point per 20 papers or part thereof
18*	Camp Clerk/ Data Entry Operator	40 per day	Rs. 2500/- plus 1 point for 40 Answer Books per camp
19*	Camp Assistant	35 per day	Rs. 1500/- plus 1 point for 40 Answer Books per camp
	Conduct of University Theory examination with online question paper transmission		1 point per 2 students per session

\*Revised as per Proceedings No. KTU/A/36/2016 dated 15.7.2016

1 point = Rs. 10/-



show

**Report of the EMC constituted as per proceedings No.KTU/EX-V#2/4718/2019 dt**  
**16.08.2019**

RH16  
Vide reference cited above, an EMC was constituted with following members:

1. Dr.K.Gopakumar, Director Academics, APJAKTU
2. Prof.Christy James Jose, CET, Trivandrum
3. Prof.Alex Raj, GEC Idukki

The committee was requested to look into the issue of gross discrepancy in the valuation done by Dr.Babu Aurthurson Paul (KTUF32281) of the course MP482 Product Development and Design. From the University level, Mr.Roy Varghese (KTUF33994) was called back and directed to revalue the bundles as chief examiner. Based on the discrepancy the said EMC was constituted.

Chairman of the EMC on receiving the order contacted the members and formulated an action plan

- To inform Dr.Babu Aurthurson Paul to report before the EMC on 02/09/2019 for the enquiry
- To inform CoE
  - a) To get all answer bundles from the valuation camp before the EMC
  - b) Mail the list of faculty members who were mapped for the course MP482 Product Development and Design
- To form an expert committee for detailed scrutiny of these answer bundles

Based on action plan,

- The chairman has sent mail to Dr.Babu Aurthurson Paul to report before the EMC on 02/09/2019 at 9:30 AM
- Formed an expert committee with following faculty members from the list given by CoE
  - i) Dr. Vinod.V, Professor, Department of Mechanical Engineering, NSSCE Palakkad
  - ii) Prof.Firoz.N, Assistant Professor, Department of Mechanical Engineering, TKMCE, Kollam

The expert committee was contacted through phone for reviewing the answer scripts MP482(93 Nos) on 30/08/2019.

The expert committee carried out the detailed reviewing of all answer scripts and has given their observations (Annexure 1).





As decided earlier the committee has its sitting on 02/09/2019 at 10:00 AM at KTU with following EMC members.

1. Dr.K.Gopakumar, Director Academics, APJAKTU
2. Prof.Christy James Jose, CET, Trivandrum
3. Prof.Alex Raj, GEC Idukki

Dr.Babu Aurthurson reported before the EMC. The committee briefed regarding the discrepancy in the valuation done by him for the course MP482 Product Development & Design. The gross negligence on the part of examiner is also pointed out. Sample answer scripts having wide variations between original valuation and revaluation are also given to seek his explanation. Dr.Babu Aurthurson Paul has agreed (explanation attached as Annexure 2) that he has not properly valued answer scripts. He accepted the carelessness made in the valuation. He also agreed that the valuation was done by him but addition and totalling of marks was done by another faculty in the Maths department. On pointing out the wide variation, Dr.Babu Aurthurson Paul has agreed that the valuation of answer scripts were done by some other faculty (but it was not given in writing).

The committee has the following observation regarding the valuation

- Dr.Babu Aurthurson Paul has carried out the valuation in a careless manner
- Specified marks for each sub-divisions not given.
- Answer scripts were valued without referring to scheme of valuation.
- Marks were given randomly, not based on the answers or on major points.
- He even entrusted with someone to value the answer scripts and for taking the sum total.

The committee unanimously appreciates the CoE for observing this mistake prior to publication of 8<sup>th</sup> semester result.

Had the result been published based on the valuation of Dr.Babu Aurthurson Paul

- There would have been more failures in the subject in few colleges.
- There would have been large number of complaints and allegations towards the University.
- If some high ranking students have just failed in this subject only, their mental agony would be beyond imaginable.

Considering all these factors, the committee recommends the possible maximum punishment to be given to the examiner. The punishment can be a fine of Rs. 25,000/- or cancelling his KTU ID or both.

Encl: Annexure 1: Report of the scrutinizing Committee  
Annexure 2: Explanation from Dr.Babu Aurthurson P



*Dr. Alex Raj, GEC Idukki*  
2/9/2019  
SM.  
Prof. Christy James Jose

*Christy James Jose*  
2/9/2019  
Associate Professor  
CET

*Dr. K. Gopakumar*  
2/9/2019  
Director (Academics)

ANNEXURE 1

REPORT OF THE SCRUTINISING COMMITTEE FOR VALUING ANSWER SCRIPT OF MP482(PRODUCT DEVELOPMENT AND DESIGN)

Venue: KTU Conference Hall

Date: 30-08-2019

Time: 11.00am

Following observations are made by the committee by reviewing answer scripts of MP482 in the packets VYA-124, VYA-126, VYA-128 and VYA-129 (Total 93 answer scripts).

1. First examiner has not valued several answers which have been clearly written by the candidate.
2. For many questions the first examiner simply entered the total mark for a question without specifying the respective marks for corresponding sub questions.
3. In many answer sheets the candidates were awarded only zero marks for many questions even though the candidate has written the valid points for the question as per the scheme of valuation.
4. In certain questions even though the student deserves high marks, he was awarded only very less marks by the first examiner.
5. In certain questions even though the answers were wrong or not written the examiner has awarded marks.
6. It was observed that the all answer scripts were valued by the same examiner but it seems that someone else has entered the marks in the areas specified for "marks in words" and "total marks" as the hand writing looks different.
7. It was observed that some answer scripts were valued as per the scheme of valuation.

Dr.Vinod V

Professor  
Department of Mechanical Engineering  
NSS College of Engineering, Palakkad

Prof.Firoz N

Assistant Professor  
Department of Mechanical Engineering  
TKM College of Engineering, Kollam



Item No. S – 008 – 004

**Mass failure in (MP482) Product Development and  
Design – Show cause Notice issued to the examiner:  
Dr. Babu Aurtherson Paul (KTU-F32281), Principal  
Younus Institute of Technology**

The Syndicate after deliberation decided to impose a fine of Rs.25,000/- to the examiner and to cancel his KTU ID considering the gravity of the issue. It was decided to inform the college management to expel the faculty from the college and remit the fine to the University by recovering the amount from his salary. It was also decided to publish the matter in the website of the University to avoid other colleges appointing him as faculty.

Item No. S – 008 – 005





# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016  
Ph: 0471 2598122; Fax: 2598522 [www.ktu.edu.in](http://www.ktu.edu.in) Email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

No. KTU/AR(ADMN)/1098/2017

Dated: 04.11.2019

From

The Registrar

To

The Chairman

Fathima Memorial Educational Trust

Kollam

Kannanalloor

Kollam

Sir/Madam

Sub:- Expulsion of Principal - Dr. Babu Aurtherson Paul- Mass failure in Product Development and Design- Syndicate decision-Communicated-Reg:

Ref:- Item No S-008-004 in the minutes of the 8th meeting of Syndicate

It is hereby informed that the Syndicate of APJ Abdul Kalam Technological University held on 09-10-2019 has decided to cancel the KTUID and impose a fine of Rs.25,000/ upon Dr. Babu Aurtherson Paul (KTU-F32281) who is currently working as a Faculty and Principal of Younus Institute of Technology under the Fathima Memorial Educational Trust. This decision has been taken as the University is convinced of his grave dereliction of duty as an examiner in the evaluation of answer scripts of the subject "Product Development and Design (MP 482)". In furtherance to this decision, Hon'ble Vice Chancellor has ordered to take steps to terminate the faculty member from the college under your trust with immediate effect and remit a fine of Rs. 25000/- to the University, by deducting the amount from his salary.

Hence, you are hereby intimated to implement the above decision of the University with immediate effect and inform the University.

Yours faithfully

Dr PADMAKUMAR G P \*

Registrar



*Dr. Babu Aurtherson Paul*  
എം.ബി.ബി. ബി.ബി.ബി.