



7.1 Institutional Values and Social Responsibilities

7.1.7 The Institution has disabled-friendly, barrier free environment

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File Ref.No.KTU/SOEX-II/5967/2018

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - B.Tech S.7 (R&S) Examination, December 2020 - Service of scribe to Mr. Alen Benny, B.Tech S7 ME student of Viswajyothi College of Engineering & Technology - Granted - Orders issued.

EXAMINATION

U.O.No. 259/2021/KTU

Thiruvananthapuram, Dated: 10.02.2021

*Read:-*Letter No.F- 26: VJC/Admn/KTU-Exam/2021/3 from the Principal, Viswajyothi College of Engineering & Technology dated February 8, 2021.

ORDER

Vide reference read above, the Principal, Viswajyothi College of Engineering & Technology has forwarded & recommended the case of Mr. Alen Benny (Reg. No. VJC17ME019), S7. ME student, requesting to grant him the service of a scribe for the B.Tech S7 (R&S) Examinations, December 2020. He had an accident and has become incapacitated to write the examination by himself. The Medical Certificate has been produced in support of the claim.

As per clause 8.2 of the Examination Handbook, the Controller of Examinations is authorised to allow scribes to blind candidates and 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).

In the circumstances, sanction is accorded to grant the services of a scribe to Mr. Alen Benny for writing the B.Tech S7 (R&S) examinations scheduled to begin on 17th of February 2021, subject to the following conditions.

- The scribe shall not be an employee of the College where the examination is conducted.
- The scribe shall not be a relative of the student who is appearing for the Examination.
- The educational qualifications of the scribe shall be less than those of the student.
- A proforma with declaration in the format given in Appendix 3 shall be obtained from the scribe.
- The proforma signed by the scribe shall be forwarded to the University.

Failure to comply with any of the conditions specified above will render this order null and void.

Orders are issued accordingly.

Sd/-

Dr. Ananda Resmi S *
Controller of Examinations

Copy to:-

1. The Principal, Viswajyothi College of Engineering & Technology.
2. Mr. Alen Benny (Through the Principal)

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





VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016
Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

APJ Abdul Kalam Technological University Thiruvananthapuram

PROCEEDINGS

APJ Abdul Kalam Technological University - Granting of Extra time to the differently abled students in the University Examinations - Sanctioned- Orders issued.

EXAMINATION

PROCEEDINGS NO. KTU/AR(EXAM)/440/2016 Dated, Thiruvananthapuram, 17.10.2017

Read:- 1. e mail received on 13/10/2017 from Dr Geo Baby, Head, Viswajyothi School of Management Studies, Vazhakulam,
2. Order No KTU/AR(Exam)/440/2016 dated 03/04/2017

ORDER

Vide reference read 1st above, Dr Geo Baby, Head of the Department of Management Studies, Viswajyothi College of Engineering & Technology, Vazhakulam has forwarded the Medical Certificate in respect of Sri.Srinath Jayasankar, MBA T1 student, who is suffering from specific Learning Disability, (Dyslexia / Dysgraphia) and has requested to grant the student extra time for writing the MBA T1 examination beginning on 17/10/2017.

As per order read 2nd above, extra time of 1 hour is granted to the disabled candidates for the KTU examinations, on the recommendation of the Principal and that of a Medical Officer not below the rank of a Asst.Surgeon, for answering papers at the University examinations.

The request and the Medical Certificate produced in respect of Sri.Srinath Jayasankar, MBA Ist year student of Viswajyothi College of Engineering and Technology, Vazhakulam has been examined and Sanction of extra time of 1 hour to write the examination of 3 hours duration **with proportionate reduction of extra time for papers of short duration** is accorded by the Controller of Examinations to Sri.Srinath Jayasankar, for writing the MBA, T1 examination commencing on 17/10/2017.

Orders are issued accordingly.





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SD/-

Shabu S *

Controller of Examinations

To

Principal, Viswajyothi College of Engineering and Tecnology, Vazhakulam

Copy

to Dr Geo Baby, Head, Viswajyothi School of Management Studies

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VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY VAZHAKULAM

INSTRUCTIONS REGARDING CONDUCT OF EXAMINATION SEPTEMBER 2020

Instructions to be complied as per COVID19 Protocol and University notification KTU/AD(EXAM)/2365/2020 dt. 06-09-2020:

1. All students shall be present in campus at reporting time.
2. Everyone shall compulsorily follow social distancing protocols at entrance gates, inside campus and examination halls.
3. Everyone shall always wear mask while inside the campus.
4. Any student with health issues shall inform the authorities as early as possible.
5. All students shall undergo temperature check using thermal scanner. Hand sanitizers will be provided before entering the campus buildings and examination halls.
6. Entry to the campus buildings is restricted and students shall use only designated entry points as instructed.
7. Students shall enter campus buildings only for appearing for the exam at scheduled time. Group study and random movement of students alone or in group through the campus is not permitted and strictly prohibited.
8. College ID is mandatory. **The centre-changed students shall bring a valid ID proof** (College ID, Passport, Aadhaar, Voters ID, Driving License and other valid IDs with Photo) **and its photo copy on each day of exam.**
9. Sharing of materials like pen, pencil, ruler, etc. shall be avoided.
10. Common drinking water bottles will not be provided in examination halls except in emergency cases. Students may bring drinking water if necessary.



11. Entry to examination hall will be controlled by invigilator. At a time only one student will be allowed to enter hall with permission, and he/she shall collect answer book from invigilator before going to allotted seat.
12. Students are not allowed to leave the hall before the stipulated time. Exit from hall will also be controlled by invigilator and college authorities.
13. Students shall drop the answer book in box/cover kept for that purpose as per the instruction of the invigilator and can leave the exam hall one by one.
14. Students are expected to follow guidelines and instructions given by staff members
15. Students under quarantine and coming from containment zones/other states/countries shall report the matter to the examination coordinators in advance. Separate examination halls will be provided for such students. Failure in reporting these and hiding symptoms related to COVID19 will be considered as a serious offence.

Examination Coordinators:

Mr. Jomu M George
Mob. No.: +91 9495654321
email: jomum@vcet.org

Mr. Frenosh K Francis
Mob. No.: +91 9447837325
email: frenoshk@vcet.org



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KTU/AD(EXAM)/2365/2020

06.09.2020

Additional Instructions to Students

University is issuing the following guidelines for students who are attending the Supplementary Examinations scheduled to commence from 09.09.2020 in view of the Covid 19 pandemic/SOP guidelines in addition to the existing instructions:

Reporting Time

For all supplementary exams, the reporting time would be 8.45 AM for FN. sessions and 12.45 PM for AN sessions (1.15 PM on Fridays)

Room plan and seating arrangement

1. Colleges shall display in website the room plan and seating arrangements a day in advance of the examinations. Students are requested to check the seating arrangements online.
2. Seating arrangements and room plans shall be displayed at different locations/points in the college to ensure social distancing protocols.

Entry and Exit

1. Students are requested to follow all stipulated and necessary protocols related to COVID-19 pandemic management.
2. Wearing of MASK is COMPULSORY.
3. Students shall compulsorily follow social distancing protocols during entry and exit of exam halls and exam centre.
4. Students should not gather inside or outside examination halls.

Hall Tickets

1. Students can download their Hall tickets for travel purposes.
2. Hall tickets will be issued to students (including centre-changed students) from their examination centres also.
3. The centre-changed students shall **bring a valid ID proof** (College ID, Passport, Aadhaar, Voters ID, Driving License and other valid IDs) **and its photo copy on each day of exam**. After verification, the copy of photo ID card shall be signed by the student in presence of the invigilator and same shall be deposited in the plastic bag kept for it.
4. **For the centre-changed students, ID proof is a compulsory document to write the exam.**

In the Examination Hall



1. Students should write the Course Code, Course Name, Question paper code, name and



date of exam and Alphanumeric Code on the facing page of the answer scripts.

2. After the completion of examinations, students shall stand up to seek the attention of the invigilator and answer sheets shall be deposited in the plastic bag kept for that purpose as per the instruction of the invigilator and can leave the exam hall one by one.

Malpractice

1. Students are expected not to indulge in any sort of malpractices and exhibit any sort of misbehaviour to invigilators/exam officials.
2. If a student is caught for malpractice, he/she shall not be allowed to leave the examination hall before the stipulated time.
3. Students should deposit the answer books and all associated evidences collected in the plastic bags kept for the purpose.
4. Students caught for malpractice will be provided with another answer sheet and he/she can continue writing the examination. The same alphanumeric code of the barcode in the first answer book should be written on the new answer book. Such students after completing the exam, should deposit the second answer book in the same plastic bag in which he/she has deposited the first answer script.
5. Students caught for any sort of malpractice is directed to co-operate with college authorities in all related inquiries pertaining to the malpractice. In case of students who have opted for centre-change, the inquiry will be conducted by the university through the Examination Monitoring Committee (EMC).

Other materials

1. Students shall bring pens, water bottles, sanitizers and any other permitted accessories required for examination. These items should not be exchanged between students.
2. Mobile phones, programmable calculators, smart watches and other electronic gadgets are not permitted inside examination hall.
3. Students are responsible for the safe keeping of all personal belongings they bring to the examination hall.
4. Students should bring data book/datasheets, handbooks and other charts as permitted.

Quarantine Protocols

1. Students coming from other state/country / under quarantine / with minor flu like symptoms etc. shall fill a declaration in the proforma attached on each day of examinations for verification at the entrance of the exam centre and shall be deposited in the plastic bag kept for this purpose in the examination hall after verification by the Invigilator.
2. Students of above said categories should report the matter to the email ID of the College (which will be published on the College website of the exam centre) **at least 2 days in advance**. This is to help exam centre to plan the seating arrangements and ensure timely delivery of Question papers in additional halls arranged for the purpose. Such emails should invariably carry student name, register number, exam name, course code and course name and date of exam along with contact number of student.
3. For centre-changed students, contact details of exam cell coordinators of the allotted examination centre are displayed on their centre change 'approval page'.





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4. Students are requested to keep a diary with record of their movement history.

The students must ensure that they strictly adhere to COVID-19 SOP/protocols and other rules in place for the smooth conduct of examinations. Students who are not interested/unable to appear/attend these examinations shall wait for the next turn of examinations, which will be conducted probably within three months.

Kiron K R

Controller of Examinations (In Charge)

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KTU

Covid – 19, Self Declaration Form for Students

1. Name of Student:
2. Register Number:
3. Parent Institute:
4. Residential address:

5. Mobile number:
6. Emergency Contact Number:

7. Do you have fever?: Yes / No *(strike off whichever is not applicable)*
8. Are you currently experiencing symptoms like: mild fever / flu like symptoms
Yes / No *(strike off whichever is not applicable)*
9. Have you been in close contact with a confirmed case of corona virus:
Yes / No *(strike off whichever is not applicable)*
10. Whether you are in quarantine: Yes / No *(strike off whichever is not applicable)*
11. Are you coming from other state / country and not completed the quarantine period?:
Yes / No *(strike off whichever is not applicable)*
12. Whether you are residing in a Containment zone / hotspot:
Yes / No *(strike off whichever is not applicable)*
13. Any other information:

Declaration

I hereby affirm that the information furnished above are true and correct to the best of my knowledge and belief. If any of the above are found to be incorrect or fake I am responsible for the consequences.

Date:

Signature of the candidate



10



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Bill of Supply No: 423
Date of Issue:

BILL OF SUPPLY (CASH/ CREDIT)

Detail of Receiver / Billed to:
Name: PRINCIPAL
Address: Viswajyothi College of Engineering & Technology,
Vazhakulam, Muvattupuzha

GSTIN/UIN: STATE: 32- KERALA Place of supply: 32- KERALA

Sl. No.	HSN Code	Description of Goods / Services	GST	Qty.	Unit	Rate	Value of Supply
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PRINCIPAL

FO: [Signature]
MANAGER/TREASURER

AO: [Signature]
Receiver's Signature

TOTAL 5,000.00