KTU Examinations -Guidelines for students

Entry, Exit and seating arrangement

1. Students are instructed to enter the college by the front entrance. All other entrances will be closed
2. Students are requested to check the seating arrangement for each exam from the college website prior to reaching the examination centre. Seating arrangements will also be displayed in three separate notice boards kept at frontside of college to avoid gathering at one point.
3. Students are strictly forbidden from entering the office area and the examination cell.
4. Monitoring of temperature & sanitisation will be done at the entrance
5. **Students are instructed to download the hall ticket from KTU website and take the print out prior to reaching the examination centre.**
6. Entry and exit point will be the same at the examination centre.

General instructions

1. Students are required to follow the necessary protocol related to COVID19 management
2. **Wearing masks as per the advisory issued by the Health Department (double masking, N-95 masks) is compulsory.**
3. Students shall mandatorily follow social distancing protocols when entering and exiting the exam halls and exam centre.
4. Students should not gather inside or outside the examination hall.
5. Hall ticket & College identity card are mandatory documents to write the exam
6. Students under quarantine or who have tested covid positive shall report the matter **to the exam centre and the faculty advisor in advance**. Failure in reporting these and hiding symptoms related to COVID-19 will be considered as a serious offence.

Instructions For Centre changed candidate

1. 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 the presence of invigilator and shall be deposited in the plastic bag kept for that purpose

2. For the centre-changed students, ID proof is a compulsory document to write the exam

3. If any centre changed student is in quarantine or has been tested positive for COVID 19, this should be informed to the examination centre well in advance by the parent institution and by the student in advance to exam@mec.ac.in, principal@mec.ac.in, office@mec.ac.in

In the Examination Hall

1. Students should write the Course Code, Course Name and Alphanumeric Code on their answer scripts.

2. After the completion of examination, students shall stand up to notify the invigilator and the answer sheet should be deposited in the plastic bag kept for that purpose as per the instruction of the invigilator

3. After the completion of examinations, the exit of the students from the exam halls will be done on a floor-by-floor basis. Students can leave the exam hall one by one as per the instruction of the invigilator.

4. Leave the college premises immediately after completion of the examination.

5. Students **are not allowed** to leave the hall **within one hour** from the commencement of the exam.

6. Students are **not allowed** to leave the examination hall **for the last half an hour** of exam time.

Materials that are permitted/banned

1. Students should bring their pens, water bottles, sanitizers and any other permitted tools required for the examination. These items should not be exchanged between students.

2. Mobile phones, programmable calculators, smart watches and other electronic gadgets are not permitted inside the examination hall.

3. Students are responsible for the safekeeping of all personal belongings they bring to the examination hall.

4. Students should bring permitted Databook/datasheets, handbooks and other charts.