



# **APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**

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KTU/EX-VI#1/1142/2022

28.10.2022

## **Notification**

As per U.O.No.513/2022/KTU dated 14-03-2022 & U.O.No.541/2022/KTU dated 15-03-2022, it was decided to issue first chance certificate to students who were infected with Covid-19/suffering from Covid related infections/quarantine and unable to attend offline examinations and attended immediate examinations.

Now the portal is opened for the students of UG Programmes to apply for first chance certificate through student's login. Request submitted by the student shall be verified by the institution before submitting to the university for final verification through portal. Students have to pay Rs.315/- as fee for certificate through portal.

Dr. Ananda Resmi S  
Controller of Examinations

Encl:1. U.O.No.513/2022/KTU dated 14-03-2022

2. U.O.No.541/2022/KTU dated 15-03-2022

3. Tutorial to students.

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



**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

Examination - Considering the next examination appearance as the first chance for Covid-19 affected students who missed their first chance - Resolution of the 29th meeting of the Syndicate held on 28.01.2022 vide Item No. S-029-OA7- Implemented - Orders issued.

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**EXAMINATION**

U.O.No. 513/2022/KTU

Thiruvananthapuram, Dated: 14.03.2022

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*Read:-*1) Agenda No.KTU/SSC Exams .2022-20-03 of 20th Standing Committee on Examinations, held on 16.01.2022.

2) Minutes of the 29th meeting of the Syndicate held on 28.01.2022, item No. S-029-OA7.

**ORDER**

The 24<sup>th</sup> meeting of the Syndicate held on 22.07.2021 had approved the recommendations of the Syndicate Standing Committee on Examinations and resolved to conduct additional examinations to students infected with Covid-19/suffering from Covid related infections/quarantine and were unable to report for offline examinations and decided to treat the additional examination as their first/regular chance subject to their eligibility for the same. Later SSC decided not to conduct a separate additional examination. Instead, students may be allowed to register for the forthcoming exam when conducted as per the regulations and their chance in the said examination can be treated as first chance.

The 20<sup>th</sup> Meeting of the Syndicate Standing Committee on Examinations, held on 16.01.2022, considered the matter and resolved to implement the following measures to address the issue of Covid-19 affected students who were not able to attend the examinations due to the pandemic.

(i) To provide provision in portal to enter the details such as student name, register number, name of exam in which (s)he was absent due to Covid related issue and details of courses in which (s)he was absent and request to treat subsequent chance as first chance. This data in portal can be treated as reference data for University to make students eligible for Honours.

(ii) To verify the following documents by the Institution and through the portal for final verification by the University.

- Document to prove a student was outside the state at the time of his/her exam time.
- If a student produces Covid Positive Certificate, check whether certificate date is close to exam dates in which student was absent.
- Document to prove a student suffered Covid related infection. If IP bills of hospital are produced, check the dates with student's exam date in which (s)he was absent.
- Document to prove a student was in quarantine when (s)he was absent in an examination.

(iii) To provide a Certificate stating that, this supplementary chance shall be considered as their first chance on request and the Syndicate shall decide whether to collect fee of Rs.300/- i.e. fee for other miscellaneous Certificates fee.



The above decision shall be applicable for the following Examinations:

Exam Definition	Scheduled Dates
B.TECH S3 (R) including S1 PTDC Exam Dec 2020 (2019 scheme)	09.07.2021 to 13.08.2021
B.TECH S1, S2 (S,FE) Exam May 2021 (2015 Scheme)	
B.ARCH S1(R,S) Exam Dec 2020	
Conduct of the slot P - Research and Publication Ethics (PhD) December 2020 examination	27.07.2021
MBA T5 (R,S) (including Part-Time) April 2021 Examinations	12.07.2021 to 26.07.2021
MBA S1 Regular (FT & PT) (2020 scheme) March 2021 Examination	09.07.2021 to 23.07.2021
B.Tech S7(S) 2015 Scheme (including PT)	16.08.2021 to 16.09.2021
B.Tech S8(S) 2015 Scheme (including PT)	17.08.2021 to 08.09.2021
B.Tech S6 (R,S) (including PT)	02.08.2021 to 17.08.2021
B.Arch S6 (R,S)	02.08.2021 to 09.08.2021
B.Arch S8 (R,S)	03.08.2021 to 12.08.2021
BHMCT S6 (R)	29.07.2021 to 13.08.2021
MCA S4 (R,S) & MCA 2 <sup>nd</sup> yr Direct S2(S) (Old Scheme)	02.08.2021 to 16.08.2021
MCA S4 (Integrated) (R,S) (Old Scheme)	02.08.2021 to 13.08.2021
MCA S6 (Integrated) (R,S) (Old Scheme)	03.08.2021 to 17.08.2021
MCA S8 (Integrated) (R,S) (Old Scheme)	02.08.2021 to 16.08.2021
B.Tech S4 (R) 2019 Scheme	04.10.2021 to 18.11.2021
B.Tech S4 (S) 2015 Scheme	31.08.2021 to 15.09.2021
B.Tech S2 (R,S) 2019 Scheme	05.10.2021 to 4.11.2021
B.Arch S2 (R,S)	05.10.2021 to 18.10.2021
B.Arch S4 (R,S)	04.10.2021 to 20.10.2021
BHMCT S2 (R,S)	05.10.2021 to 18.10.2021
BHMCT S4 (R,S)	15.09.2021 to 30.09.2021
B.Des S2 (R,S)	05.10.2021 to 11.10.2021
M.Tech S2 (R,S) Including Part Time	04.10.2021 to 18.10.2021
M.Arch/M.Plan S2 (R,S)	05.10.2021 to 18.10.2021
MCA S2 (S) (Integrated) (Old Scheme)	20.09.2021 to 06.10.2021
MCA S2 (Regular) 2020 Scheme	04.10.2021 to 20.10.2021
MCA S2 (Integrated) 2020 Scheme	05.10.2021 to 20.10.2021
MBA S2 (R) Including Part Time (New Scheme)	04.10.2021 to 18.10.2021
MCA S2 (S) (Old Scheme)	05.10.2021 to 13.10.2021
MBA T3 (S) Including Part Time	05.08.2021 to 02.09.2021
MBA T6 (R,S) Part Time & MBA T6 (S) Full Time	06.08.2021 to 03.09.2021
B.Tech S2 (FE) 2015 Scheme	05.10.2021 to 12.10.2021
B.Des S4 (R)	15.09.2021 to 30.09.2021



Revised Time Table slots of the B.Tech S8 Supplementary July 2021 Examinations (including PTDC) (2015 Scheme)	10.09.2021 to 20.09.2021
BHMCT S4(R,S) and B. Des S4(R) Examinations July 2021 examinations	22.09.2021 to 18.10.2021
B.Tech (Hons) S6 Examination July 2021	30.10.2021
PhD Course Work Examination, August 2021	15.11.2021
B. Arch S10 Supplementary Examination, October 2021	06.12.2021
BHMCT S7 Regular Examinations, December 2021	04.12.2021 to 30.12.2021
MBA Part-Time S7 Regular November 2021 Examination	17.12.2021 to 20.12.2021
B.Tech (2015 Sch.) (Incl. PTDC)	04.01.2022 to 07.03.2022
S3 (S), S(5), S7 (R&S)	
B.Arch S9 (R&S)	
BHMCT S5 (R&S)	
B.Des S5 (R)	
MCA 3 Yr.(Old Sch.) S1(S), S3(S), S5 (R&S)	
MCA (Int.) Old Scheme S9( R&S), S7 (R&S), S5 (R&S), S3 (S), S1(S)	
MCA 2nd Yr Direct S1(S), S3(S)	
MCA 2Yr. 2020 Scheme S1(R&S)	
MCA Int 2020 Scheme S1(R&S)	
MBA (incl. PT) Old Scheme (T1,T2,T4,T5- Supplementary)	
MBA (incl. PT) S1(R&S)	

The above decision of the SSC on examinations was placed before the University Syndicate for consideration. The 29<sup>th</sup> Meeting of the Syndicate held on 28.01.2022, vide paper read as (2) above, had approved the items (i) & (ii) of the recommendations of the Syndicate Standing Committee on Examinations and also resolved to refer item (iii) to the Syndicate Standing Committee on Finance.

Considering the matter in detail, sanction has been accorded by The Vice Chancellor for implementing the above decision of the Syndicate. Therefore, the decision of the Syndicate held on 28.01.2022 vide item S-029-OA7 is implemented.

Orders are therefore issued, communicating the resolution of the syndicate.

Sd/-

Dr.A. Praveen \*



Copy to:-

1. P.S. to V.C., P.V.C.
2. P.S. to Registrar, Controller of Examinations
3. AD (Exam), AR (Exam)
4. Convener SSC (Finance)
3. P.R.O. (to publish on website)

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**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

Examination - Considering the next examination appearance as the first chance for Covid-19 affected students who missed their first chance - Resolution of the 29th meeting of the Syndicate held on 28.01.2022 vide Item No. S-029-OA7- Including six more examinations in the list approved by the Syndicate-Approved-Subject to ratification by the Syndicate- Orders issued.

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***EXAMINATION***

U.O.No. 541/2022/KTU

Thiruvananthapuram, Dated: 15.03.2022

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*Read:-1) University Order No. 513/2012/KTU dated 14.03.2022.*

**ORDER**

As per University order read as (1) above, the Hon'ble Vice Chancellor had give approval to implement the decision of the Syndicate in addressing the issue of Covid-19 affected students who were not able to attend the examinations due to the pandemic. But the following examinations were not included in the list approved by the Syndicate.

Exam Definition	Scheduled Date
B Tech S1(R,S)Exam Dec 2020	09.07.2021
M Tech S1 (FT,PT)(R,S) Exam Dec 2020	09.07.2021
BHMCT S1 (R,S) Exam Dec 2020	09.07.2021
B Des S1(R,S) Exam Dec 2020	14.07.2021
M Arch S1 (R,S) Exam Dec 2020	09.07.2021
M Plan S1 (R,S) Exam Dec 2020	09.07.2021

After considering the matter in detail, the Hon'ble Vice Chancellor has given approval for including the above examinations also for implementing the measures mentioned in the University Order read as (1) above, subject to the ratification by the Syndicate of the University.

Orders are issued accordingly.

*Sd/-*

Dr. Ananda Resmi S \*  
Controller of Examinations

Copy to:-



1. P.S. to V.C., P.V.C.
2. P.S. to Registrar, Controller of Examinations
3. AD (Exam), AR (Exam)
4. The Principals of all affiliated colleges.
4. P.R.O. (to publish on website)

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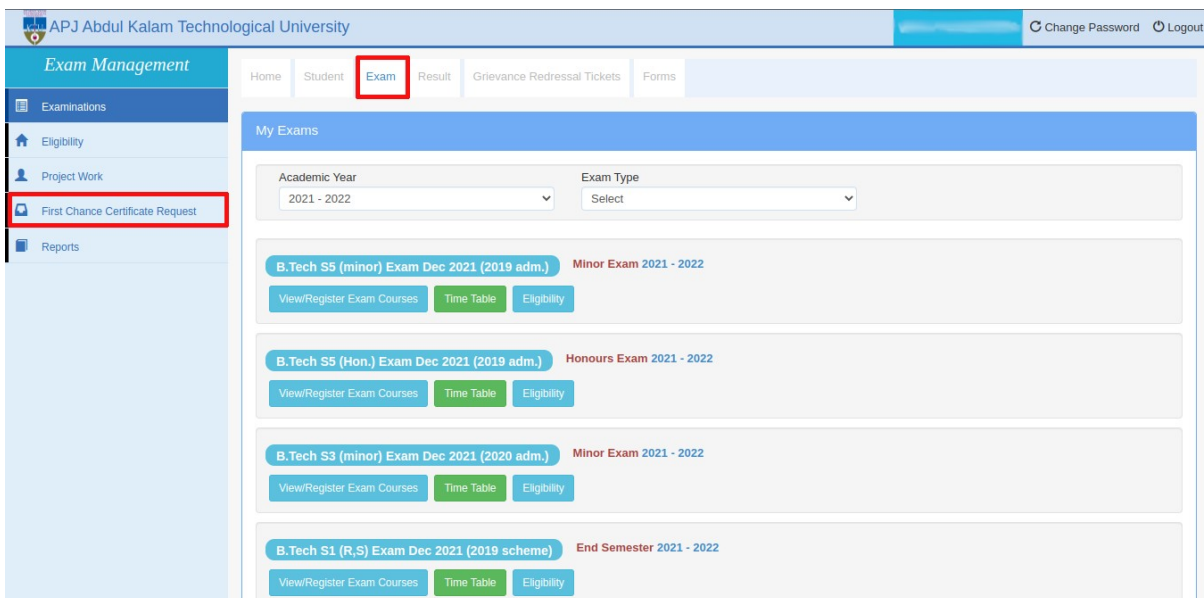
## First Chance Certificate

First chance certificate is the certificate given to students who were eligible and was absent for their regular exam and has passed for his/her supplementary exam in the first chance itself. This certificate will have fees and will be issued to student on request from the University.

User : **Student**

### **Adding a request for first chance certificate (Student)**

Exam -> First Chance Certificate Request



1. The student will have to go to exam module and click on first chance certificate request menu

2. Clicking on the menu this will take the student to the list of the supplementary exams that he/she has passed and was initially absent for the regular mode of examination to which he/she can add a request for first chance certificate by clicking on **add request** button as shown below.





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Change Password Logout

Exam Management

Home Student **Exam** Result Grievance Redressal Tickets Forms

First Chance Certificate Request

B.Tech S1 (R,S) Exam Dec 2020 (2019 scheme) End Semester 2020 - 2021

Add Request

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3. After clicking on the **add request** button the user will be taken to a page where the **Basic details** ,**Contact details** , **Course details** of the student will be shown .

- Under **Basic Details** the name , register number , branch is shown
- Under **Contact details** the mobile number and email of the student will be shown  
The student is able to change the mobile number and email details if needed.

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Exam Management

Home Student **Exam** Result Grievance Redressal Tickets Forms

Add Request

Info! Note that the issuance of certificate is entirely subjective to University discretion.

**Basic Details**

Name

Register Number

Branch CIVIL ENGINEERING

**Contact Details**

Mobile Number

Email

**Course Details**

Course Name with Code	Exam Pass Status	Action
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4. Under the **Course details** there will be a list of all the courses that the student has passed and is eligible for the first chance certificate, the student must click on the checkbox under the action column to select the required courses for first chance certificate.

Note \* The amount shown under the course details in the picture above is for **testing** purposes only the actual amount may vary as per the university's decision.

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**Contact Details**

Mobile Number:  Email:

**Course Details**

Course Name with Code	Exam Pass Status	Action
ENGINEERING CHEMISTRY (CYT100)	Passed	<input checked="" type="checkbox"/>
Total		5000.00

**Attachment**

Student should upload atleast 1 attachment

Document Name	Description	Attachments
-Select-	<input type="text"/>	No file selected. <input type="button" value="Browse..."/>

5. The student must add atleast one attachment and after confirming the details the student can save the request as shown below

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Change Password Logout

Mobile Number:  Email:

**Course Details**

Course Name with Code	Exam Pass Status	Action
ENGINEERING CHEMISTRY (CYT100)	Passed	<input checked="" type="checkbox"/>
Total		5000.00

**Attachment**

Student should upload atleast 1 attachment

Document Name	Description	Attachments
First Chance Certificate Document	Attachment	Medical Record.pdf <input type="button" value="Browse..."/>



6. After saving the request the student can submit the request which will take the student to the viewing page of the request that he/she submitted.

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Mobile Number:  Email:

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**Course Details**

Course Name with Code	Exam Pass Status	Action
ENGINEERING CHEMISTRY (CYT100)	Passed	<input checked="" type="checkbox"/>
Total		5000.00

**Attachment**

Student should upload atleast 1 attachment

Document Name	Description	Attachments
First Chance Certificate Document	Attachment	Medical Record.pdf <input type="button" value="Browse..."/>

7. After submitting the details the student can view the details along with the current status and previous status of the request and then the student can proceed to the payment , Where the student can choose the desired payment gateway and place the payment for the certificate.

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[Change Password](#) [Logout](#)

**Course Name with Code**

ENGINEERING CHEMISTRY (CYT100)

Total 5000.00

**Attachment Details**

Document Name	Description	Attachment
First Chance Certificate Document	Attachment	MedicalRecord.pdf

**History**

Acted On	Acted By	Previous Status	Current Status	Remarks
29/08/2022 01:57 PM		Saved by Student	Submitted by Student	
29/08/2022 01:48 PM		Saved by Student	Saved by Student	

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