

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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KTU/AD(IT)/2293/2020

05.06.2020

NOTIFICATION

It is hereby notified that students appearing for forthcoming B.Tech S7 Hons, B.Tech S8 Hons and B.Tech S8 (Regular & Supplementary) Exams can apply for change of exam centre through student login in KTU portal. Portal will be opened between 05.06.2020, Friday and 09.06.2020, Tuesday (both days inclusive) for students to apply. Students who wish to write these examinations in a college other than their parent institute can apply through portal.

It may be noted that students who wish to write exams in their parent institute itself NEED NOT apply through portal. Their exam centre will be their parent institute by default.

Students can opt 3 different colleges as exam centre. University will allot one exam centre based on the availability which need not be the college opted by student, but it will be within the district where he/she resides based on the data provided by the student. Exam centre change once approved by University will be final for the corresponding exam. Further request for a change in exam centre will not be considered.

Students are directed to refer Annexure I - Important points to be notedwhileapplyingfor exam centre change beforeapplyingfor exam centre change through portalapplying

Dr. V. Suresh babu Controller of Examinations

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



Important points to be noted while applying for exam centre change

- Provision for exam centre change is provided for students who are now residing in district other than where a student's parent institute is located. Centre change will not be allowed to an institute located in a district same as the district in which student's parent institute is located.
- Presently provision for change in exam centre is opened for following 3 exams: B.Tech (Hons.)
 S7 Exam Dec 2019, B.Tech S8 (Hons.) Exam May 2020 and B.Tech S8 (R,S) Exam May 2020
- Centre change requests are accepted through portal in exam wise manner. A student wish to write all the 3 exams in college other than their parent institute need to apply for each exam individually.
- "Parent institute" is the institute through which student registered for exams and paid fee. Normally it is the institute at which student studies.
- Any issues related with the exam centre change may be communicated with mail ID: centrechange@ktu.edu.in All the mails sent to this mail ID by students should carry student name, register number and contact number. Issues reported to other mail IDs will not be attended.
- There are many colleges with similar looking names. Any mistake in selection of an institute as exam centre may lead to allotting a distant college as exam centre. The option providing page in student login is provided with complete address of opted colleges. Students should take utmost care while submitting options.
- Students can observe the status of their exam centre change request through portal itself. The status shown in portal after 15.06.2020, Monday will be the final approved exam centre. Approved exam centre will be shown in Hall Ticket also.
- Request for exam centre change received through email, post etc. will NOT be considered.

Students of closed colleges writing supplementary exams through centre change.

Students of closed colleges like AXIS College / Prime College / Cochin Institute etc. are already
allotted with an exam centre to write supplementary exams based on their request. Now they can
also opt another institute as exam centre - only for B.Tech S8 Exam May 2020 (supplementary).



Registered Exam center Change Request from Student Login

Introduction

University has provided a new feature called **Registered Exam Center Change** for students to request for a one time change of their exam center **after exam registration**. This document details the steps to be followed by Students for add exam center change request after exam registration is completed.

Viewing Exam Center Change Request Page

Navigation : Exam \rightarrow Examination \rightarrow Exam Center Change

Exam Management	Student Exam Result
Examinations	
🕈 Fligib lity	My Exams
Project Work	Academic Year Exam Type
Reports	2019 2020 Soloci -
	B.Tech S8 (Hons) Exam May 2020 Honours Exam 2019 - 2020 V exr:Register Exam Courses Time Tacle Elig billy End Semester:Honours Exam 2019 - 2020 V exr:Register Exam Courses Time Tacle Elig billy Exam Center Change B.Tech S6 (R,S) Exam May 2020 End Semester:Honours Exam 2019 - 2020 V exr:Register Exam Courses Time Tacle Elig billy Exam Center Change V exr:Register Exam Courses End Semester:Honours Exam 2019 - 2020 V exr:Register Exam Courses Time Tacle Elig billy Exam Center Change

(Screen-1)-Screen where the user can view the **Exam Center Change** icon against an exam definition to add exam center change request.

This **Exam Center Change button** will be visible only if the last date of exam center change request is not over.

Click on **Exam Center Change button** and it will be redirected to a new page called **Exam Center Change Request** as shown in below image.

ity	Exam Center Change Request			
Work	✓ Student Details			
s.	Name :	diame.	The states March	
	Branch :	COMPUTER SCIENCE & ENGINEERING	Hegister No : Degree :	B.Tech (Full Time)
	Institution :	ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY	Değiae -	B. Ieci (Puil Tille)
	✓ Examination Details			
	Exam :	B.Tech S8 (R.S) Exam May 2020		
	Ourrent Exam Denter :	ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY		
	Current Exam Center Address :	SANKAR NAGAR MATTOOR KALADY Kerala Pin code : 683574		
	✓ Choose Exam Center *			
	First Preference	Exam Center Address		
	Choose Exam Genter			
	a second Barbarana	Exam Contor Address		
	Choose Exam Centor	Exam Center Address		
	Third Protoronoo	Exam Contor Address		
	Choose Exam Center			
	👻 My Current Contact Details *			
	Current Address	Pin Code		
	Provide the second second			
	Mobile Number Email			
	✓ Additional Info			
	Reason For Exam Center Change			
	✓ Declaration *			
	I would like to request for changing my	exam center for the chosen exam. I understand that if I choose to mat	to this request, my example	n center will be changed to one o
		r allotted by the university. I agree to appear for the exam at the chang		
				V Save

(Screen-2)-Screen for add exam center change request

- The above screen is used to add a new Exam center change request. Students can choose a maximum three exam center preferences. Please note that the **First Preference** is a mandatory field.
- The student cannot choose his/her current exam center or an exam center with zero seat allocation as one of preferred exam centers.
- Student should provide his/her current address before save/submit the request.
- Editing the saved exam center change request is possible only till the request is submitted.
- Requesting will be possible only if the student's college has already submitted the exam registration.
- Once the hall ticket is generated for the exam, student will not be able to add exam center change request for that particular exam.

• Before submitting the request, student should accept the declaration.

Once the exam center change request is submitted, students can check the status of the exam center change request by following the below steps.

Viewing Exam Center Change Request Page

Navigation: Exam \rightarrow Examination \rightarrow View Exam Center Change

I xaminations	
🛧 i ligibility	My Exams
L Project Work	Academic Year Exam Type
Reports	2019 2020 Sc oct
	B.Tech S8 (Hons) Exam May 2020 Honours Exam 2019 - 2020
	B.Tech S8 (Hons) Exam May 2020 Honours Exam 2019 - 2020 View/Register Exam Courses Time Table: Eligicitity
	B.Tech S8 (R.S) Exam May 2020 End Semester/Honours Exem 2019 - 2020
	Utewittegeter Livam Courses Time Table Tigistary View Exam Center Change
	B.Tach S6 (R,S) Exam May 2020 End Semester/Honours Exam 2019 - 2020
	View/Register Exam Courses Time Table Eligibility

(Screen -3) **View Exam Center Change button** to view the requested exam center change status.

This **View Exam Center Change** will be displayed against an exam definition if the student has submitted the exam center change request against an exam definition.

Click on **View Exam Center Change** button, and it will redirect to a new page called **View Exam Center Change Request** as shown in below image.

In this page, the student can view the details of the exam center change request with its status.

There are four possible status in exam center change request as mention below.

- Submitted \rightarrow Exam center change request submitted by student.
- Verified \rightarrow Exam center change request is verified by university/college.
- Approved → Exam center change request is approved by university by selecting an exam center for the student
- Rejected \rightarrow Exam center change request is rejected by college/university.

Exam Management	Student I xam Hesuit						
Examinations						and the second	
t lig h lity	View Exam Center Change Request					< B:	
Project Work	✓ Request Status						
Reports	Status :	Submitted (W	Veiting for approval)				
	✓ Student Details						
	Name :	And in the		Register No :	and the second second		
	Branch :	COMPUTER	SCIENCE & ENGINEERING	Degree :	B.Tech (Full Time)		
	Institution ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY						
	 Examination Details 						
	Exam :		s) Exam May 2020				
	Current Lxam Center : ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY Current Exam Center Address : SANKAR NAGAR MATTOOR KALADY Kerala Pln						
	Sourcein Exam Contert Process - Sourcein France Print Contert Details Print Code: 663574 ✓ Student Contact Details						
	Current Address : Pin Carte : Mobile No :	xxxxxx 222322 1122333656					
	✓ Additional Info						
	xxxxx Preferred Exam Centers						
	Preferred Exam Exam Center Name Centers		Exam Center Address			Approval Slatus	
		IEERING	Engineering College P O Thiruvananthapuram Thiru	uvananthapuram Keral	a Pin code:695016 Phone		
	1 COLLEGE OF ENGIN		No:0471-2515555 Email:principal@cet.ac.in				
	1	II FRING,	No:0471-2515555 Email:principal@cet.ac.in Elickettoor PO., Piravaninoor Kollam Piravaninoor I No:0474 2022810 Email:principal.osthanapuram@g		Pin code:689695 Phone		

(screen-4) Exam Center Change Request with Submitted status.

Lligibility	View Exam Centr	er Ghange Request					4 B	
Project Work	✓ Request Sta	tus						
Reports		Status :	Vərifi <mark>əd (Wa</mark> il	ling (or approval)				
	✓ Student Det	ails						
		Name :	-		Register No :	LANCTONING		
		Branch : COMPUTER SCIENCE & ENGINEERING Dogree : B.Toch (Full Time)						
		Institution	ADI SHANKA	RA INSTITUTE OF ENGG AND TECHNOLOGY				
	✓ Examination	Detalls						
		Exam :		,S) Exam May 2020				
		Current Exam Center: ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY						
	Gurrent E	cam Center Address :	Code: 683574	GAR MATTOOR KALADY Kerala Pin 1				
	Student Cor	tact Details						
		Current Address :	*****					
		Pin Dode :	222322					
		Mobile No :	1122333656					
	 Additional Ir 	nfo						
	XXXXX							
	Preferred Ex	am Centers						
	Preferred Exam Centera	Exam Center Name		Exam Center Address			Approva Status	
	1	COLLEGE OF ENGINES TRIVANDRUM	ERING	Engineering College P O Thiruvananthapuram Thir No:0471-2515555 Email:principal@cet.ac.in	uvananthapuram Kera	la Pin code:695016 Phone		
	2	COLLEGE OF ENGINEE PATHANAPUHAM	ERING,	Elikkattoor PO., Piravanthoor Kollam Piravanthoor No:0474 2022810 Limail:principal pathanapuram@		Pin code:689696 Phone		
	3	AL AZHAR COLLEGE C		Perumpillichira P.O. Thodupuzha Kerala Pin code: Email:principalaacet@gmail.com	305605 Phone No:048	0-2227944		

(screen-5) Exam Center Change Request with Verified status.

Eligib liLy		er Change Hequesi					< R:		
Project Work	✓ Request Sta	✓ Request Status							
Reports		Status :	Approved	d	Approved Date :	28-05-2020			
	Ap	proved Exam Center :	COLLEGE O	F ENGINEERING TRIVANDRUM					
	Approved F	xam Center Address :	Thiruvananth	College P O Thiruvananlhapuram hapuram Kerala Pin code:686016 Phone 5555 Email:principal@cet.ac.in					
	✓ Student Det	✓ Student Details							
		Name :	Name : Hegister No :						
		Branch :	Branch : COMPUTER SCIENCE & ENGINEERING						
		Institution ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY							
	👻 Examinatio	n Detalls							
		Exam : B.Tech 30 (R.S) Exam May 2020							
	P	Prevous Exam Center : ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY							
	Provious E	Previous Exam Conter Address : SANKAR NAGAR MATTOOR KALADY Korala Pin Code: 683574							
	✓ Student Co	ntact Details							
		Current Address :	хххххх						
		Pin Code : 222322							
		Mobile No : 1122333666							
	✓ Additional I	nfo							
	vxxxx V Preferred E	xam Centers							
	Preferred Exam Centers	Exam Center Name		Exam Center Address			Approval Status		
	1	COLLEGE OF ENGINEE	LRING	Engineering College P O Thiruvananthapuram Thir No:0471-2515555 Email:principal@cet.ac.in	uvananthapuram Kera	la Pin coce:605016 Phone	Approved		
	2	COLLEGE OF ENGINE	ERING.	Elikkattoor PO., Piravanthoor Kollam Piravanthoor No:0474 2022010 Email:principal.pathanapuram@		Pin code:689696 Phone			
	J	AL AZHAR COLLEGE C	F	Perumpilichira P.O. Thodupuzha Kerala Pin code:	685605 Phone No:048	0-2227944			

(screen-6) Exam Center Change Request with Approved status.

ligibility	View Exam Center Change Request					< Ba
Project Work	✓ Request Status					
Reports	Status : Hejected Heason :	Rejected				
	✓ Student Details					
	Name : Branch : Institution		SCIENCE & ENGINEERING ARA INSTITUTE OF ENGG AND TECHNOLOGY	Register No : Dogroc :	B.Tech (Full Time)	
	✓ Examination Details					
	Exam . Current Exam Center : Current Exam Center Address :	ADI SHANKA	8,5) Exam May 2020 ARA INSTITUTE OF ENGG AND TECHNOLOGY IGAR MATTOOR KALADY Kerala Pin 4			
	✓ Student Contact Details					
	Current Address ; Pin Code : Mobile No :	xxxxx 222322 1122333666				
	×xxxx					
	Preferred Exam Exam Center Name Centers		Exam Center Address			Approval Status
	1 COLLEGE DE ENGINE TRIVANDRUM	HING	Engineering College P.O. Thinuvananthapuram Thinu No:0471-2515555 Email.principak⊕cet.ac.in	vananthapuram Kerai	a Pin code:695016 Phone	
	2 COLLEGE OF ENGINE	ERING,	Elikkatioor PO., Piravanthoor Kollam Piravanthoor Pi No:0474 2022810 Fmail principal pathanapuram@gr		Pin code:689696 Phone	
	AL AZHAR COLLEGE C		Porumpilichira P.O. Thodupuzha Korala Pin codo:68 Email:principalaacet@gmail.com		2227944	

(screen-7) Exam Center Change Request with Rejected status.