## **KEAM 2012**

# KERALA ENGINEERING, AGRICULTURAL AND MEDICAL ENTRANCE EXAMINATIONS 2012

Office of the Commissioner for Entrance Examinations 5<sup>th</sup> Floor, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram-1 Ph: (0471) 2332120, 2338487

## TIME TABLE

Entrance Examination	Date	Time	Subject
Fusingsving	23.04.2012	10 am to 12.30 pm	Paper I - Physics & Chemistry
Engineering	24.04.2012	10 am to 12.30 pm	Paper II - Mathematics
Medical	25.04.2012	10 am to 12.30 pm	Paper I - Chemistry & Physics
	26.04.2012	10 am to 12.30 pm	Paper II - Biology

#### OFFICIALS FOR KEAM 2012

- LIAISON OFFICER
- REPRESENTATIVE OF THE CEE
- CHIEF SUPERINTENDENT
- OBSERVER
- INVIGILATOR

#### **LIAISON OFFICERS**

- Supervise all the arrangements made in Venues.
- Liaise with all other officials concerned.
- Issue "Identification Certificates" to those candidates who could not download their Admit Card from website
- Receive Question Booklets & other confidential materials,
   deposit in Treasury, distribute the same to the Representatives.
- Visit the venues and ensure orderly conduct of exams.
- Receive confidential materials from Representatives and deposit the materials in the Treasury.
- Hand over Exam related materials to the Official of the CEE.

#### RECEIPT OF EXAMINATION MATERIALS

Liaison Officers will collect the Question Booklets and all other confidential materials on the date specified, from the Officials of the CEE and the same should be deposited in the Treasury concerned.

#### ISSUE OF IDENTIFICATION CERTIFICATE

Identification Certificates (Proforma X) will be issued on 1 22-04-2012 (between 09 am and 01 pm) to Candidates who could not download Admit Cards till then.

This may be issued after ascertaining the candidate's identity using the documents provided.

List of such candidates should be handed over to the Chief Superintendents of the venues concerned through representatives.

#### REPRESENTATIVE OF THE CEE

Representative of the CEE will support the Chief Superintendent in the orderly conduct of Examination.

They should meet the Liaison Officer on 22.04.2012 and collect the examination materials (except the Question Booklets and OMR packets). Materials collected from the LO should be handed over to the Chief Superintendent.

They should ensure that all arrangements for the orderly conduct of the examination are completed.

Collect Question Booklets and OMR packets from the LO on all examination days and take these to the venue assigned.

Be present at the Venue throughout the duration of the examination.

Collect sealed bundles containing the OMR Answer sheets and other Statements and hand them over to the LO at the end of each Exam.

#### THE CHIEF SUPERINTENDENT

Responsible for making all arrangements for the proper and orderly conduct of the Exams.

**Appoint invigilators.** 

Complete seating arrangement on the previous day.

Convene a meeting of invigilators for awareness.

Open the Question Booklet packets 40 minutes before the commencement of the examination in the presence of

Representative of the CEE and the Observer.

Arrange to collect the Attendance Sheets and unused OMR sheets 30 minutes after the commencement of the examination.

Prepare and sign various statements related to the examination to be handed over to the Liaison Officer.

# ON THE PREVIOUS DAY OF THE EXAMINATION (22-04-2012)

Liaison Officer	Issues "Identification Certificate" and hands over the list of candidates [with Roll numbers], to whom Identification certificates were issued, to the Representatives concerned.
Representative of CEE	Collects Attendance Sheets, Identification-cum-verification Sheets and other proformas from Liaison Officers concerned and hands over the same to the Chief Superintendent. Ensure that, all preliminary arrangements have been made for the orderly conduct of the exam.
Chief Superintendent	Completes the seating arrangements.  Convenes a meeting of 'Invigilators' and brief them on all aspects of their duties and responsibilities mentioned in the Guidelines.

## PROVISION FOR GENERATING IDENTIFICATION CERTIFICATE

**Provision for generating Identification Certificate to** the candidate is incorporated in the **Compact Disc provided to** the Liaison Officers. The **Chief Superintendent of** the main District Venue shall ensure the service of the IT Co-ordinator on 22-04-2012 (Sunday) for the purpose.

#### PROFORMA - X

#### IDENTIFICATION CERTIFICATE

#### **KEAM 2012**

(To be issued by the Liaison Officer to candidates who have not received the original Admit Card)

Roll Number :

 Application No. :

 Name of Candidate :
 (To be given by the Candidate)

An attested Photograph of the candidate should be pasted in this space

Venue No. :
 Venue Name :
 Venue Name :

Certified that I am satisfied about the identity of the candidate

Place: Date:

Signature of Liaison Officer

#### INSTRUCTIONS TO CANDIDATES

- 1. Put your signature in the space provided in the Admit Card
- Occupy your sext 30 minutes before the scheduled start of the examination.
- Candidates will not be admitted after 30 minutes of the scheduled start of the examination and will not be allowed to leave the half till the end of the examination.
- Candidates should bring bail-point pen (blue or black colour ink only) for the examination. Calculator / Log Tables / Electronic Communication devices, in any form, will not be allowed. Pencil/Eraser is also not permitted.
- The Admit Card should be presented for verification and the candidate should sign the Atlandance Sheet when directed to do so by the invigilator.
- Candidates are under the disciplinary control of the Chief Superintendent of the Venue. Any candidate, if found guilty of improper conduct during the examination will be disqualified.
- At the end of the examination, candidate should hand over the OMR answer sheet to the limitiator. The imitigator will separate the Answer Sheet along the perforation in the presence of the candidate.
- Candidates are advised to preserve this Admit Card till admission to the course(s) is over.
- Candidature in the Entrance Examination is purely provisional and the eligibility for stictment / admission will be subject to satisfying the criterio of the eligibility for admission specified under clause 6 of the seventhe for ICEAM 2012.

EXAMINATION SCHEDULE (Indian Standard Time)

#### Engineering:

23-04-2012, Monday		10 AM to 12:30 PM	Paper / - Physics & Chemistry
24-04-2012, 1	lunday	10 AM to 12:30 PM	Payar II - Mathematics

#### Nedcal:

25-04-2012, Wednesday	10 AM to 12:30 FM	Pagas I - Chemistry & Physics
26-04-2012, Thursday	10 AM to 12:30 PM	Payar II - Blakegy

10. Candidates should ensure that the Version of Question Booklet, and OMR Answer Sheet are same.

Mobile Phone and other Electronic communication devises are banned in the premises of

#### **SEATING ARRANGEMENT**

Roll No. & Version	Roll No. & Version	Roll No. & Version	Roll No. & Version	Rows	
605240 A4/B4 (20)	605239 A3/B3 (19)	605238 A2/B2 (18)	605237 A1/B1 (17)	V <sup>th</sup> Row	
605233 A1/B1 (13)	605234 A2/B2 (14)	605235 A3/B3 (15)	605236 A4/B4 (16)	IV <sup>th</sup> Row	
605232 A4/B4 (12)	605231 A3/B3 (11)	605230 A2/B2 (10)	605229 A1/B1 (9)	III <sup>rd</sup> Row	
605225 A1/B1 (5)	605226 A2/B2 (6)	605227 A3/B3 (7)	605228 A4/B4 (8)	II <sup>nd</sup> Row	
605224 A4/B4 (4)	605223 A3/B3 (3)	605222 A2/B2 (2)	605221 A1/B1 (1)	I <sup>st</sup> Row	

#### **INVIGILATOR POSITION**

#### 23-04-2012 to 26-04-2012

- Liaison Officers:
- Receive confidential materials from the Treasury
   Officer and hand over the same to the
   Representatives.
- Also make arrangements for the transport of these materials from Treasury to all venues and back.
- Visit venues & ensure orderly conduct of the examinations.
- Receive the confidential materials & statements from the Representatives & deposit in the Treasury on each day itself.

## On the day of Examination

9:30 am - Long Warning Bell

- Candidates enter Examination Hall
- •Invigilators receive Attendance Sheets, OMR Answer Sheet Packet & Identification cum Verification Sheets from the Chief Superintendant

## On the day of Examination

9:35 am - Second Bell (Single Stroke)

- Invigilators enter the Examination Hall
- •Announcement ("Candidates without Admit Card or Identification Certificate will not be allowed to write the Examination")

#### **Admit Card**

## Online Admit Card taken from CEE website by giving candidate's Application No. & Date of Birth



#### **Inside the Examination Hall**

#### **Allowed**

Candidates may be permitted to carry only the Admit Card, Plain Writing Board / Clip Board, Ball point pens (Blue or Black) into the Hall.

#### **Prohibited**

Pencil, Eraser, Correction fluid, Logarithm tables, Calculator, Watch Calculator or any other electronic equipment including mobile phones, hearing aids etc.

NO CANDIDATE SHALL BE ALLOWED TO ENTER THE HALL 30 MINUTES AFTER THE SCHEDULED START OF THE EXAMINATION AT 10:00 am & 2:00 pm for Medical Paper II

#### Identification of candidates

There will be 20 candidates per hall.

Identify the candidates with the Photograph printed / pasted in the 'Admit Card' / 'Identification cum Verification Sheet'.

Verify the signatures provided in the 'Admit Card' / 'Identification cum Verification Sheet'.

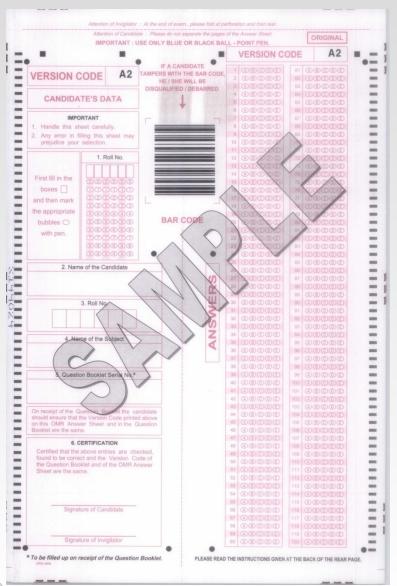
Make sure that all candidates are seated strictly in the sequence of Roll Numbers.

### **Identification cum Verification Report**



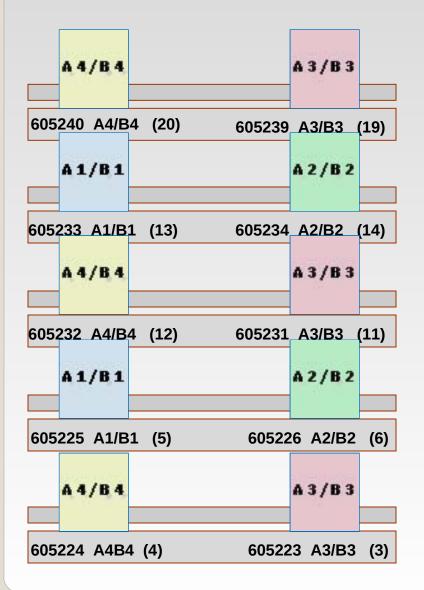
# The layout shown above is exactly as per the seating arrangement in the class room when the invigilator is positioned here facing the condidates #					
IDENTIFICATION-CUM-VERIFICATION SHEE	IDENTIFICATION-CUM-VERIFICATION SHEET				
(Room-wise)					
1 : Govt. Model Boys H S S, Thycaud, Thiruvananthapuram - 14	Hall/Room No. 1				
Attention of Invigilator: (1) Piesse check the identity of the candidate with the photograph in this sheet.  (2) Piesse see that the algenture of the candidate afficied in the Adendance Sheet is:  (3) Piesses besselved, on satisfying the identity, the invigilator should affix higher initial contents of the piesses of the contents of the piesses. The properties of the piesses of the piesses.					

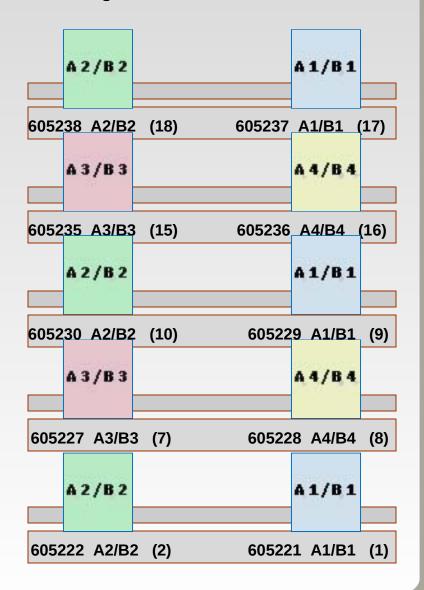
#### **OMR Answer Sheet**



Distribute the OMR
Answer Sheets
strictly according to
the Version

#### **DISTRIBUTION OF ANSWER SHEETS & QUESTION BOOKLETS**





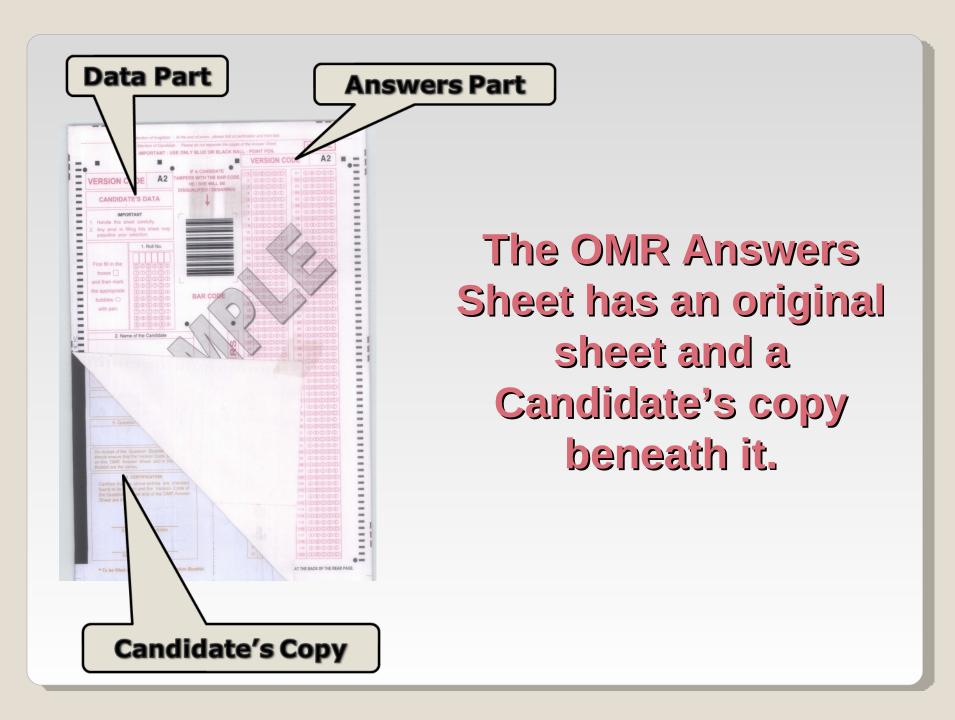
The original OMR Answer Sheet has two parts.

**Data Part & Answers Part** 

The OMR sheet is having a Version Code printed on the top of both Data Part and Answers Part.

The Version Codes are A1, A2, A3 & A4 for Paper 1 and B1, B2, B3 & B4 for Paper 2.

Ensure that the candidates have received the correct Version of the OMR.



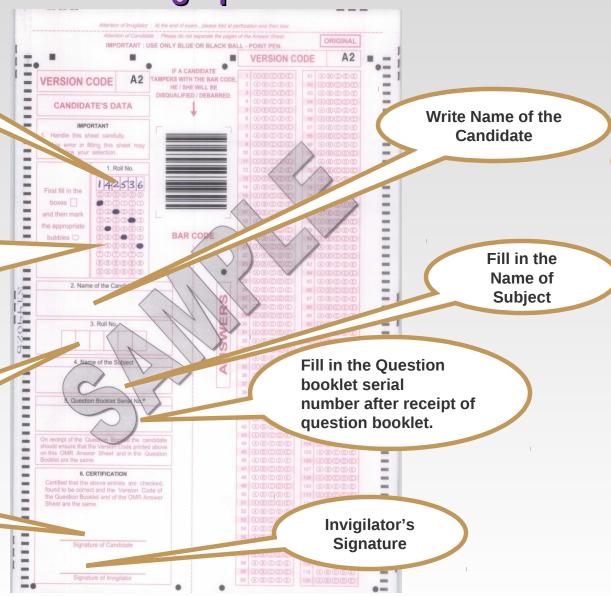
**OMR - Filling up of Data Part** 

The 6 Digit Roll No. in the boxes provided

Darken the corresponding bubbles (If errors found in bubbling, cancel the OMR and replace with new one of the same version).

Write Roll No. again.

Candidate's Signature



## **Question Booklets**

9:50 am -Bell (Single Stroke)

Packet containing Question Booklets will be supplied. There will be 20 Question Booklets in each packet.

Readout the 'instructions' printed on the Question Booklet cover loudly.

DO NOT OPEN THE PACKET AT THIS STAGE

#### **Distribution of Question Booklets**

# 9:55 am –Bell (Single Stroke) Announcement

Open the Question Booklet packet & distribute the Question Booklets, strictly according to the version, with the instruction 'Not to Open' until they are asked to do so.

Candidates should be directed make sure that **Version code** of Question Booklet and OMR Answer sheet are same.

Ask candidates to fill up items on the facing page of the Question booklet. Also ask them to fill up Question Booklet Number in the OMR Answer sheet.

DIRECT CANDIDATES NOT TO OPEN THE QUESTION BOOKLET AT THIS STAGE

#### **Examination Starts**

#### 10 am-Long Bell

- Ask the Candidates to open the Question Booklets.
- Direct the candidates to examine if there is any defect / duplication of any page.
- In case of any defect noted, replace the Question Booklet of the same version and collect back the defective one.
- Direct the candidates to enter the Question Booklet Number in the OMR Answer sheet.

#### **Marking Attendance**

#### 10:30 am – Bell [Single Stroke]

- No candidate will be allowed to enter the hall after this bell.
- Mark Absentees in the Attendance sheet in RED INK.
- Invigilator verifies all the entries on the Data Part of the OMR answer sheet and signs in the space provided.
- Chief Supdt. to collect Attendance sheet and balance OMR sheets from each hall.

#### **Attendance Sheet**

Direct the candidate to fill-in the details (Question booklet No. and Version) and affix signature.

Verify the signatures of the candidate with the printed signature in the 'Identification cum Verification sheet' provided.

Discrepancies, if any, noted shall be reported to the Chief Superintendent promptly.

ENTRANCE EXAMINATION FOR ADMISSION TO PROFESSIONAL DEGREE COURSES, 2012

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#### ATTENDANCE SHEET (ENGINEERING)

Venue: 1. , Room / Hall No. 1

Roll No.	Name	PAPER	PAPER I - Physics & Chemistry 25-04-2012			PAPER II - Mathematics 24-04-2012		
		Question	Question Booklet		Question Booklet		Signature	
		Number	Version	Signature	Number	Version		
100020	SHUTH							
100019	AISWARYA MOHAN S							
100018	ASWATHY MADHU							
100017	ASWATI S							
100016	NIKKYAS							
100015	ARYA M V	- 3						
100014	BHAGYANATH G C							
100013	ATHRAA							
100012	MUNEER M							
100011	SHLPA JHOTHI							
100010	ALEENA ELEZABETH JOY							
100009	JAYALAKSHMI J	- 3						
100008	SHABNAM U							
100007	SUMESH M							
100006	SHJITH S NAIR	- 37						
100005	SREEKUTTY S S							
100004	SAMNA BABU B S							
100003	LIZYPS	- 3						
100002	SWAPNA M S	2						
100001	VISHNU SANKAR B R							
Should	Number of Absentees* be marked as WISSINT in red ink only							
	ne & Signature of Invigilator							

Note: The invigilator should issue question booklet of the same version code as that given in the OMR Answer Sheet of the candidate

Signature of Chief Supdt.

11:15 am – Bell (Double Stroke) - Half Time

11:45 am – Bell (Single Stroke)

12. 30 pm - Final Bell (Long)

Direct the candidates to stop writing.

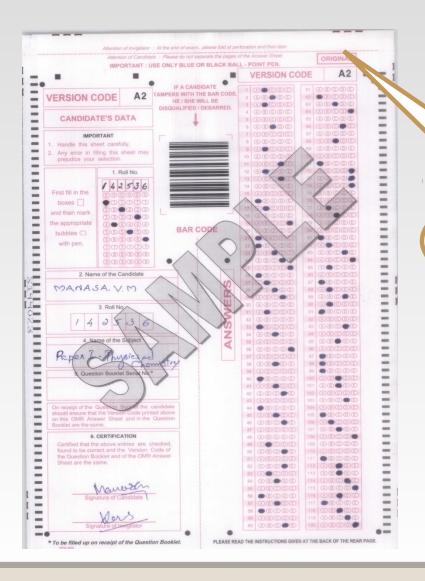
Collect the Question booklets along with the OMR answer sheets.

Answer Sheet placed inside, in the order of Roll Numbers.

Call each candidate in the order of roll number, open each booklet in serial order. Take out the OMR answer sheet. Detach the original along the perforation at the top. Return the Candidate's copy of the answer sheet along with the Question booklet to the candidate.

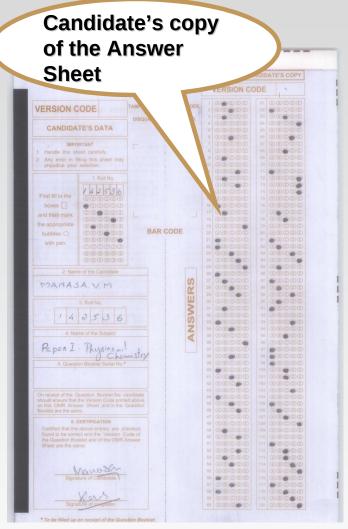
Then separate the 'Answer part' & 'Data part' along the perforation.

#### HOW TO TEAR APART THE OMR ANSWER SHEET

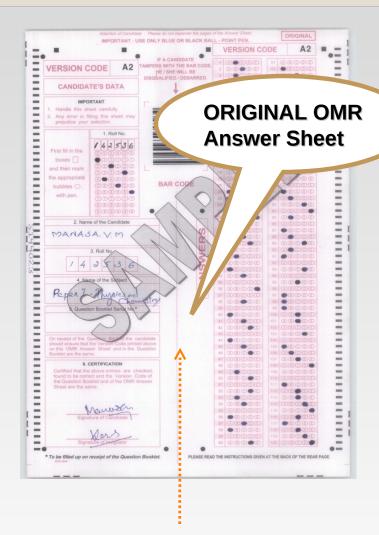


Detach the original along the perforation at the top





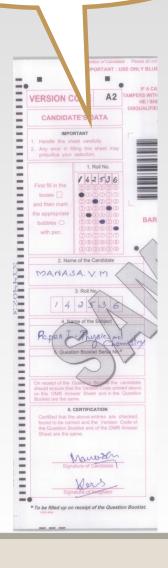
Return the Candidate's copy of the answer sheet along with the Question booklet to the candidate.

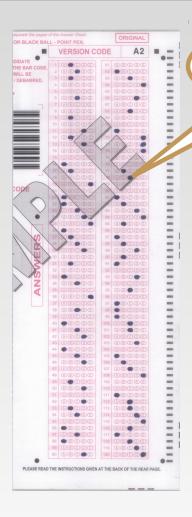


Then separate the 'Answer part' & 'Data part' along the perforation

Movie

#### Detached Data Part





Answers Part (Separated)

Keep the Answer part & Data part in separate pouches provided.

Allow candidates to leave the Exam hall only after answer sheets of all candidates are separated and counted.

#### Return of OMR Answer Sheets to The Chief Superintendent

- The two pouches containing the two portions of the answer sheet are then put in the large plastic cover supplied.
- Hand over the materials to the Chief Supdt.
- The invigilator must wait till the Chief Supdt. verifies the number of both the parts with the attendance sheet.

## **Packing of Exam Materials**

- The Chief Supdt. should remove the Answer part and Data part from individual pouches and ensure that the number of Answer part & Data part are identical and they tally with the number of candidates present.
- All the Answer part of the venue should be put in the large plastic pouch along with a copy of Proforma V (Absentees statement). This packet is to be sealed with cello tape and wrapped in brown paper.
- All the Data part of the venue should be put in another large plastic pouch along with a copy of Proforma V (Absentees statement). This packet is to be sealed with cello tape and wrapped in brown paper.
- These two packets are then packed together in cloth cover and waxsealed and marked as Bundle I
- Centre code, Venue No. & Name, Name of Exam & Date of Exam should be marked on all covers.

- Unused OMR sheets should also be packed similarly and marked Bundle II.
- Bundle I & II to be handed over to the Representative of the CEE to entrust the same with the Liaison Officer.
- The following materials should also be forwarded to the LO after each Exam.
- Cover I : Attendance sheet
   Absentee statement (Proforma V)
- Cover II : Proforma I, Proforma III.
- Cover III : Proforma VI, Proforma VII, Proforma IX.
- Centre code, Venue No. & Name, Name of Exam & Date of Exam should be marked on all covers.

# THANK YOU