



VEDAVYASA INSTITUTE OF TECHNOLOGY
Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077
Affiliated To AICTE, APJ Abdul Kalam Kerala Technological University, And Govt. Of India

Constitution of Examination Committee for the year 2021-22

In compliance with the order of Dr S. Sangheetha, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.

Name of the Committee	Examination Committee 2021-22
Date of Constitution	16.02.2021
Responsibility of the members	It shall be the duty of the examination committee to conduct examinations and make policy decisions in regard to organize and hold examinations, improve systems of examinations, moderations, etc. and also prepare a schedule of examinations.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Convenor	Dr. Kavitha S. Murugesan	HoD, CSE
Member	Mr. Kiran Murali	AP, ME
Member	Mrs. Shibi B.	AP, CSE
Member	Mrs. Anjusha R.	AP, CE
Member	Mrs. Krishnapriya V.	AP, ECE
Member	Ms. Anjali K.	AP, EEE
Member	Mr. Rahul I.R.	AP, ECE
Member	Mr. Arjun P.	AP, ME

Responsibility of the Cell

- To prepare and release the final timetable for the examination at least two weeks before the date of the examination and to prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
- To collect questions from the examiners thirty minutes before the commencement of the examinations and keep the records of questions submitted to the Committee before the commencement of the examination and to document all cases of examination malpractices and forward same to the higher authority for onward transmission to the Disciplinary Committee on Examination and Other Academic Related Matters.

The Constitution was adopted by the members to achieve the aims and execution of duties.



Approved by Dr. S. Sangheetha, Principal.

Vedavyasa Institute of Technology, Karadparamba

Exam Committee Meeting 2- War room

Date: 16.02.2021 Venue: Office of Principal

Time 2:00 to 2:40 pm

Chairperson: Dr S. Sangheetha, Principal

Present:

Dr S. Kavitha M, Exam Coordinator

Committee Members: Ms.Anjali K ,Ms.Anjusha V ,Ms. KrishnaPriya V, Mr.Rahul IR ,
Mr.Kiran Murali ,Mr.Arjun P ,Ms.Shibi B

As per Notification No .KTU notification No. KTU/AD(EXAM)/2365/2020 dt. 14.02.2021 of APJ KTU, a war room was constituted with all Hods Health personnel, Fire & safety representative.

This committee met Principal office on 16.02.2021 for discussing about the preliminary arrangements for Supplementary examinations of KTU which starts from 17.02.2021.

Following resolutions/discussions were made.

SI No	Item	Responsible person	Deadline/Timeline
1	To check and paste the banners on awareness/safety of COVID around the campus.	office staff Athira	16.02.2021
2	To display seating arrangements at 3 different locations	Exam Cell	Before Every exam
3	To monitor the entry and exit of students- to write their names in the register, to check temperature of students using temperature scanner.	Security Staffs	Everyday
4	To monitor them while entering the exam room	Invigilators	Everyday
5	To provide exam halls in ground floor itself for the outside candidates if applicable for their convenience	Exam cell	Everyday
6	To assign Room No 18 for isolation candidates/ quarantine candidates	Incharge Nikhil Raj Lab Asst. ECE Dept.	Everyday
7	To avoid gatherings by students in varandah during beginning and ending of exams	all members of COVID WARROOM	Everyday
8	To sanitize the rooms after exam-	Krishnankutty- Supervisor.	Everyday
9	To get advise help from Village Health Officer if in case of emergency	Principal	When needed.
10	Checking of COVID reports given by students through email	Isolation Room In charge(Faculty)	Everyday
11	Formation of internal Squad for ID checking during beginning of exams	HODs are appointed for each floor and wing	Everyday

Principal
PRINCIPAL





APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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KTU/AD(EXAM)/2365/2020

03.09.2020

Circular

Sub: Conduct of Supplementary Examinations of various programmes for UG/PG courses scheduled from the first week of September 2020; adherence to SOP/health protocols-reg:-

- Ref:** 1. Recommendation of the Academic Council of the University held on 11.07.2020
2. Resolution of the Syndicate of the University held on 22.07.2020.3
3. Timetable for Supplementary Examinations published by the University on 13.08.2020 (UG,PG) & 23.08.2020 (MBA)
4. Circular from the University No. KTU/AD(EXAM)/2365/2020 dated 24.08.2020

Dear Sir/Madam,

The Supplementary semester examinations of all programmes will be conducted as per recommendations and resolutions of the Academic Council and Syndicate of the University (**Ref.1&2**) in the conventional offline format from 09.09.2020 (**Ref 3**). As a special consideration to students with backlogs, odd semester supplementary examinations will also be conducted as a **special onetime chance** this year. However, this is a consideration only for this academic year and **University will strictly adhere to the concerned regulations from next academic year (AY 2020-21) onwards**. University has already requested students with backlogs, to utilize this onetime chance, to clear all of their pending arrears/subjects (**Ref 4**).

Strict health protocols, as per SOP recommended by the regulatory agencies, are to be strictly followed in the conduct of these examinations. All Heads of Institutions are requested to contact the district administration/health department for any assistance in this regard. All Principals are requested to constitute a "**War Room**" in their institutes, in accordance with the Covid-19 SOP/advisory from health department. The War room shall contain the Principal, Heads of Departments, PTA secretary/president, NSS coordinator, representatives from non-teaching staff, representative from health department, representatives from police/fire & safety etc. All issues related with the conduct of examinations are to be discussed and adequately addressed at the Institutional level by the Principal with support from the 'war room'. Details of the 'war room', including the contact phone numbers shall be notified in the college website and the same may be forwarded to warroom@ktu.edu.in.

Students having any specific difficulty/reluctance in attending these supplementary examinations may be advised to wait for the next immediate chance. **University will not entertain/respond to any communication for postponement of examinations or**



change in its mode of conduct. We request the fullest cooperation from the Heads of Institutions/faculty/staff, students and all concerned for the successful conduct of these supplementary examinations as scheduled from 09.09.2020.

Kiron K R
Controller of Examinations (In Charge)

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

