



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 2020-21

In compliance with the order of Dr S. Sangheethaa, 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 2020-21
Date of Constitution	21.08.2020
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, moderation, 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. Chandana M.	AP, CE

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. Sangheethaa, Principal.

Exam Committee Meeting 1- War room

As per Notification No. KTU/AD(EXAM)/23 65 I 2020 dated 8.6.2020 of APJ KTU, a war room was constituted with all Hods Health personnel, Fire & safety representative.

This committee met Principal office on 04.09.2020 for discussing about the preliminary arrangements for Supplementary examinations of KTU which starts from 09.09.2020.

Following resolutions/discussions were made.

SI No	Item	Responsible person	Deadline/Timeline
1	To paste the banners on awareness/safety of COVID around the campus.	office staff Athira	08.09.2020
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 give exam halls in ground floor itself for the outside candidates	Exam cell	Everyday
6	To assign Room No 23 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.


Principal



Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

