

## Internal Order: Examination Committee Constitution

**Subject: Constitution of Examination Committee for Academic Year 2025-26**

**Reference No.: VVIT/EC/2025/01**

**Date: 01 July 2025**

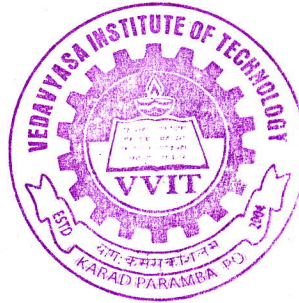
In accordance with university statutes and to ensure the smooth and fair conduct of all examinations, the **Examination Committee** for the academic year 2025-26 is hereby constituted. Its purpose is to oversee all examination-related activities and uphold academic integrity. The committee members and their contact details are listed below:

Name	Designation	Department	Contact Number	Email ID
Er. Divya K K	Chairman	CE	9400906939	hodce@vedavyasa.org
Dr. Lijin George	Convenor	ME	7837838483	hodme@vedavyasa.org
Ms. Sreekala N	Member	ECE	9747939783	sreekalavvit@gmail.com
Ms. Viji K	Member	EEE	8943721213	kviji002@gmail.com

This order is effective immediately. All faculty, staff, and students are directed to cooperate with the committee for the successful conduct of all examinations.

**Authorized Signature:**

Principal  
Vedavyasa Institute of Technology



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

# Examination Committee Constitution

## 1 Article I: Committee Authority

The Vedavyasa Institute of Technology Examination Committee is established under the Principal's authority, in accordance with the university's ordinances, to manage and supervise all examination-related processes within the institution.

## 2 Article II: Objectives

The committee's primary objective is to ensure the fair, transparent, and smooth conduct of all internal and university examinations, maintain the confidentiality and security of examination materials, and uphold the highest standards of academic integrity.

## 3 Article III: Roles & Responsibilities

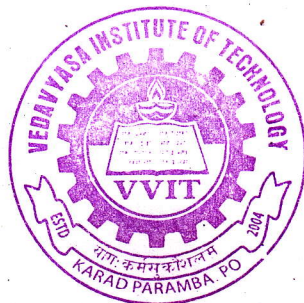
- **Chairman:** Provides overall leadership and final approval on all critical examination matters and decisions.
- **Convenor:** Coordinates all examination activities, serves as the liaison with the university, and maintains all examination records.
- **Committee Members:** Assist in planning the examination schedule, invigilation duties, and addressing any examination-related grievances.

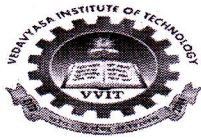
## 4 Article IV: Procedure

1. **Planning:** Preparation and dissemination of the examination schedule, seating arrangements, and invigilation duty roster.
2. **Conduct:** Supervision of the examination process, including distribution of question papers, ensuring proper invigilation, and collection of answer scripts.
3. **Grievance Redressal:** Addressing any grievances from students or faculty regarding the examination process in a fair and timely manner.

## Article V: Examination Integrity

The committee will implement measures to ensure the integrity of the examination process, including secure handling of question papers, proper training for invigilators, and clear communication of examination rules to all students.





## Examination Committee Meeting Minutes

**Meeting Title:** Examination Committee Meeting

**Date:** July 20, 2025

**Time:** 02:00 PM - 03:30 PM

**Venue:** College Admission Room

**Attendees:**

- **Chairman:** Er. Divya K K
- **Convenor:** Dr. Lijin George
- **Member1:** Ms. Sreekala N
- **Member2:** Ms. Viji K

### 1 Agenda

1. **Internal Exam Schedule Finalization:** The committee will discuss and approve the final schedule for the upcoming First Internal Assessment Tests for the Odd Semester. This includes confirming dates and timings to prevent clashes and ensure a smooth process for all students.
2. **Invigilation Duty Roster Approval:** The committee will review and approve the duty roster for invigilators to ensure fair distribution of responsibilities and adequate coverage across all examination halls.
3. **University Examination Coordination:** The committee will create a plan for coordinating with the university examination department. This includes preparing and verifying student data, submitting necessary forms, and ensuring all institutional requirements for the main university exams are met in a timely manner.

### 2 Decisions & Actions

#### 1. Internal Exam Schedule Finalization

- **Decision:** The committee approved the proposed schedule for the First Internal Assessment Tests, ensuring no timetable clashes for students.
- **Action:** Dr. Lijin George will prepare the final schedule and circulate it to all departments. It will also be posted on all main notice boards and faculty WhatsApp groups.

#### 2. Invigilation Duty Roster Approval

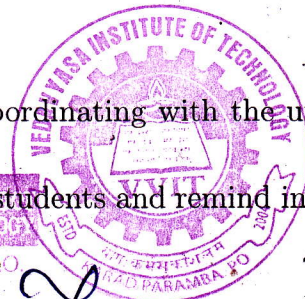
- **Decision:** Approved a centralized invigilation duty roster prepared by the committee to ensure no faculty member is assigned consecutive duties.
- **Action:** The roster will be finalized and communicated to all department heads for dissemination. Attendance is mandatory for all assigned duties.

#### 3. University Examination Coordination

- **Decision:** The committee approved a detailed plan for coordinating with the university for the upcoming examinations.
- **Action:** The committee will issue hall tickets to all eligible students and remind invigilators to check hall tickets and student IDs before each exam.

PRINCIPAL

Near Ramanattukala, Karad Paramba, RO  
Malappuram District, PIN. 673 632



### 3 Next Meeting

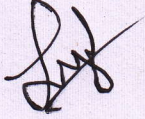
**Date:** September 25, 2025

**Time:** 02:30 PM

**Agenda:** Assess readiness for the Second Internal Tests and upcoming university exams.

**Meeting Adjourned:** 03:30 PM

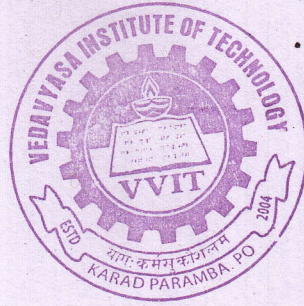
**Minutes Recorded By:**



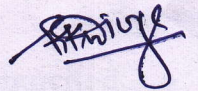
Dr. Lijin George

Associate Professor

Convenor



**Minutes Approved By:**



Er. Divya K K

Principal

