



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 2018-19

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 2018-19
Date of Constitution	03.08.2018
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. Arjun P.	AP, ME
Member	Mrs. Shibi B.	AP, CSE
Member	Mrs. Anjusha R.	AP, CE
Member	Mrs. Krishnapriya V.	AP, ECE
Member	Ms. Midhusha	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. Sangheetha, Principal.

Vedavyasa Institute of Technology, Karadparamba

Examination Committee Meeting

Date: 20.07.2018

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.Arjun P. ,Ms.Anjusha R ,Ms. KrishnaPriya V, Mr,Ms.Shibi B

This committee met Principal office on 20.07.2018 for discussing about the preliminary arrangements for examination of KTU.

Following resolutions/discussions were made.

Sl No	Item	Responsible person	Person Responsible
1	To display seating arrangements at 3 different locations	Exam Cell	Before Every exam
2	To monitor the entry and exit of students	Security Staffs	Everyday
3	To monitor them while entering the exam room	Invigilators	Everyday
4	Formation of internal Squad for ID checking during beginning of exams	HODs are appointed for each floor and wing	Everyday
5	Examination Fees	To be collected in the prescribed format and submitted to exam cell co-ordinator	SFA
6	Other matters if any	Nil	


Principal



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

