VEDAVYASA INSTITUTE OF TECHNOLOGY

Constitution of Examination Cell Committee for the academic year 2023-24 ODD semester

In compliance with the order of Dr. Sangeethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, 2019, a committee as detailed below has been formed.

Name of the Committee : Examination Cell Committee for the academic year 2023-2024 ODD semester

Date of Constitution : 11.09.2023

Aim of the Advisory Committee :

- To facilitate all university examinations.
- To coordinate with the University regarding all examination matters.
- To deal with any information either received or required to be sent to the University

Frequency of the meetings : One meeting in a semester.

Duties allotted :

- Examination Cell serves all Examination notices received from the University to all concerned.
- Examination Cell takes all precautions while preparing the Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.
- Examination Cell mobilizes the proper staff during the Examination time, and assigns them duty as per the duty chart already prepared.
- Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format to send them to University..
- Examination Cell keeps all records pertaining to examinations.

Higher Authority / Management : Er. Divya K K, HoD, CE

Members :

1. Dr. Lijin George - HoD, ME
2. Ms. Anjusha R - Assistant Professor, CE
3. Ms. Sreekala - Assistant Professor, S&H
4. Mr. Sujikumar D - Associate Professor, S&H
5. Ms. Anjana K - Assistant Professor,CSE
6. Ms. Sreelakshmi P K - Assistant Professor, EEE

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

PRINCIPAL

Near [illegible], Kalpa Paramba P.O.
[illegible] PIN - 67[illegible]32