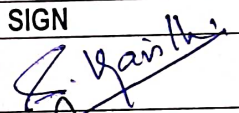


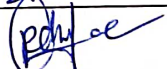

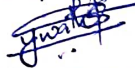


Minutes of EXAM CELL COMMITTEE Meeting-VVIT/EC/MOM/2022-23 Even Sem

Conducted during Even Semester – Academic Year 2022-23

Meeting called by	Dr. Raji Rajan , Principal
Type of meeting	Exam cell Committee
Facilitator	Dr Kavitha S. M, Chief-Superintendent
Mode: offline	Principal's Room
Date : 17/01/2023	Time : 03:00-4:00 Pm

Participants

NO	NAME	DEPARTMENT	DESIGNATION	SIGN
1	Dr Kavitha S. M	CSE	HOD	
2	Mr. Abhiram K	ME	Assistant Professor	
3	Ms. Anjusha R	CE	Assistant Professor	
4	Mr. Mohammed Rashique	S&H	Assistant Professor	
5	Ms. Sreelakshmi P K	EEE	Assistant Professor	
6	Ms. Swathy	ECE	Assistant Professor	
7	Ms. Nasrin	CSE	Assistant Professor	Absent



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The meeting started with a prayer and the following points were discussed in the meeting:

No	Matters discussed
1	All matter in exam cell should be reported immediately to Principal and action has to be taken as early as possible (Malpractices, Hall ticket issues, leave of exam cell members and invigilators)
2	Entry to exam cell is only for exam cell members.
3	Computer system in exam cell should be used only for exam purpose and no other works should be done
4	Examination fee to KTU has to be paid under any circumstances to avoid hall ticket download issues
5	All exam cell members report to Dr.Kavitha.S.Murugesan on the day before exam for preliminary works and necessary seating arrangements has to be done accordingly.
6	Exam cell members are not allowed to avail off-duty when university exams are going on. Special permission has to be taken from Principal and Chief-Superintendent in case of leave.
7	Alternate arrangement has to be done by exam cell members in case of leave within exam cell members.
8	All faculty name list has to be taken for assigning invigilation duty
9	In case of emergency leave for an invigilator, respective faculty must alter the duty with another faculty for that a form must be kept in exam cell.
10	Exam cell member assigned with question paper duty should report exam cell at 8:45am.
11	Invigilators should report exam cell at 9:15am for FN session & at 1:30pm for AN session
12	Duties assigned to Exam cell members is as follows, Seating arrangement – Ms.Sreelakshmi PK, Ms.Swathi Duty chart– Ms.Sreelakshmi PK, Ms.Swathi Question paper download- Dr.Kavitha Murugesan ,Mr.Abhiram K Barcode –Ms.Anjusha R, Mr.Muhammed Rashique Collecting answer booklets - All exam cell members Packing- All exam cell members Despatch- Dr.Kavitha Murugesan , Mr.Abhiram K
13	All exam cell members should be present during packing of exam papers.
14	Tea and lunch coupouns should be provided to Observer if needed.
15	Duty chart of exam has to be circulated to all HOD's and get it signed by HOD's and Principal.

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present



S. Basik.
Vice-Principal

[Signature]
Principal
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