



Constitution of Examination Cell Committee for the academic year 2024-25 ODD semester

In compliance with the order of Dr. Sangeetha, 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 2024-2025 ODD semester
- Date of Constitution : 15.07.2024
- 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 Members :
1. Dr. Lijin George - HoD, ME
 2. Ms. Aswathi Krishna - Assistant Professor, EEE
 3. Ms. Sreekala - Assistant Professor, ECE
 4. Ms. Anjana K - Associate Professor, CSE
 5. Ms. Neethu A - Assistant Professor, CE

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





Examination Cell Committee Meeting Minutes

Meeting Date: 18/07/2024

Meeting Time: 12:30 PM to 01:00 PM

Location: [Mechanical Seminar Hall]

Attendees:

1. Er. Divya K K, HoD, CE
2. Dr. Lijin George, HoD, ME
3. Ms. Aswathi Krishna - Assistant Professor, EEE
4. Ms. Sreekala - Assistant Professor, ECE
5. Ms. Anjana K - Associate Professor, CSE
6. Ms. Neethu A - Assistant Professor, CE

The meeting commenced with a welcome address by Er. Divya K K

II. Agenda Review

The following agenda items were reviewed and approved:

- ❖ Review of upcoming semester exam schedule (all departments)
- ❖ Discussion on exam paper setting guidelines (all departments)
- ❖ Grievance redressal procedures for students (committee)
- ❖ Other relevant matters (open forum)

III. Discussion Points

1. Review of upcoming semester exam schedule (all departments):

- Each department representative presented their respective department's exam schedule.
- Potential conflicts or scheduling overlaps were identified and discussed.

2. Discussion on exam paper setting guidelines (all departments):

- The committee reviewed the current exam paper setting guidelines.
- Suggestions for improvement were discussed, including:
 - Emphasis on higher-order thinking skills questions
 - Clear and concise question wording
 - Alignment of questions with learning outcomes

3. Grievance redressal procedures for students (committee):

- The committee reviewed the current grievance redressal procedures for students facing exam-related issues.

4. Other relevant matters (open forum):

- The committee reviewed the importance of attending invigilation duty on time.

Minutes Prepared By:

Principal

[Dr. Lijin George, Hod-ME]

