

Minutes of Internal Exam Cell (2023-24) Held on 4th September 2023

A meeting of Internal Exam Cell was convened on 4th September 2023 at 2.00PM in ME Tutorial Room.

The first meeting of Internal Exam Cell (2023-2024) was presided over by Mr. Anto Zachariya, Convener of Internal Exam Cell. He welcomed all the Dept. Coordinators to the meeting and also gave a brief introduction about the previous activities of the Exam Cell.

AGENDA

- Assigning the various duties for members of Exam Cell.
- To discuss about the question paper pattern according to KTU scheme.
- Verify the stock of answer scripts in the Exam Cell.

Sl. No.	Discussion and Decisions Taken
1.	Internal Exam Cell duties as follows: <ul style="list-style-type: none"> • Duty list – Ms. Tintu Bipin (AP-BSH) , Sathyadev (AP-ME) • Seating arrangement – Ms. Ninu Francis (AP-CS), Saritha P (AP-ME) • Time table – Ms Anto Zachariya (AP-ME) • Question paper collection from IQAC – Mr. Vivek Lukose (MR) • Attendance – Ms. Divya Konnikkara (AP-AD) , Suhas (AP,CE) • Stock Verification – Dr.Jobin Varghese (RA)
2.	It is decided to conduct the sessional exams from 9:15AM to 10:45AM
3.	The committee decided the exam halls and question paper pattern for S1,S3,S5 KTU schemes.
4.	Once the duty list is prepared, no substitutions or interchange of duties are allowed. For unavoidable reasons, substitutions are allowed, provided the concerned staff must submit

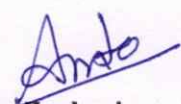
Dr. JOSEPH THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



True Copy

	the intimation letter undersigned by the Principal.
5.	The question paper setting and arrangement of question paper pattern to the respective halls are taken care of by IQAC and should be done before two working days ahead of examination.
6.	In emergency cases (unexpected leave), concerned staff should make necessary arrangements and the same should be informed to the Exam Cell.
7.	Invigilators should report at the Exam Cell at 9:00AM and be present in the exam hall before 9:10AM.
8.	The regular class will be conducted at 11:00AM onwards.
9.	Invigilators should follow strict discipline at the time of exam.
10.	Students should sit full time inside the exam hall and should not allow to sleep inside the exam hall.
11.	The Committee decided to request additional coordinators each from CSE, ECE and ME department for smooth conduct of exam cell.

The meeting ended at 2:30PM.


Anto Zachariya

Convener

True Copy Attested




Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531

Members Present:

1. Anto Zachariya, AP,ME
2. Sathyadev, AP,ME
3. Navin Zam , AP,EEE
4. Dr.Vivek Lucose , MR
5. Saritha , AP, ECE
6. Tintu Bipin , AP, BSH
7. Suhas AP,CE
8. Sona Shaju AP,CSE
9. Ninu Francis AP,CSE
10. Dr.Jobin,RA
11. Divya Konikkara,AP,AD

Convener

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

True Copy Attested



Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531


Minutes of Internal Exam Cell (2023-2024) Held on 10th December 2023

A meeting of Internal Exam Cell was convened on 10th December 2023 at 2.00PM in ME Tutorial Room after the second internal exam held between 28/11/2023 – 07/11/2023.

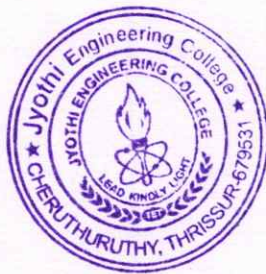
The meeting of Internal Exam Cell (2023-2024) was presided over by Mr. Anto Zachariya, Convener of Internal Exam Cell. He welcomed all the Dept. Coordinators to the meeting.

- All the exams were conducted well.
- All the invigilators reported to the exam halls and exams were completed on time.
- Committee appreciated the work of IQAC and everything was properly handled.
- Sample question paper was stocked.
- Committee observed that One exam per day is more convenient than two exams, so committee decided that next examination Time Table will be fix with one subject one day.

The meeting ended at 2:30PM.


Anto Zachariya
Convener

True Copy Attested




Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531

Members Present:

1. Anto Zachariya, AP,ME
2. Sathyadev, AP,ME
3. Navin Zam , AP,EEE
4. Dr.Vivek Lucose , MR
5. Saritha , AP, ECE
6. Tintu Bipin , AP, BSH
7. Suhas AP,CE
8. Sona Shaju AP,CSE
9. Ninu Francis AP,CSE
10. Dr.Jobin,RA
11. Divya Konikkara,AP,AD

Convener

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

True Copy Attested



Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531