



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**

**KAZHIPATTUR 603103**

**Exam Cell Committee Meeting**

File no: AIHT/EXAM CELL/C/2019-2020/01

Date:02.07.2019

**CIRCULAR**

The Exam Cell Committee meeting for the academic year 2019-2020 ODD semester will be conducted at 11 am on 04.07. 2019 in the conference hall. The committee members are requested to attend the meeting.

**Agenda of the meeting:**

1. Internal Assessment Date.
2. Time Duration
3. Question paper pattern
4. Exam Portion
5. Exam Schedule
6. Invigilation Duty
7. Seating arrangement
8. Role of the Faculty
9. Others

Principal

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Chairman / Secretary

Director

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Exam Cell Coordinator

Library



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**KAZHIPATTUR 603103**

**Exam Cell Committee Members Attendance**

Date: 04.07.2019

S.No	Name	Signature
1	Dr.K.Diwakar - Chairperson	
2	Dr.P.Pathamuthu - Coordinator	
3	Mr.A.S.Balaji - Member	
4	Mr.R.Logeshwaran- Member	
5	Mrs.S.Sahunthala- Member	
6	Mr.M.Balamurugan- Member	
7	Mr.Immanuel Ebenezer- Member	
8	Dr.Bharathivasu- Member	

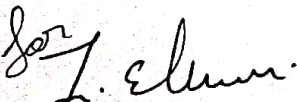


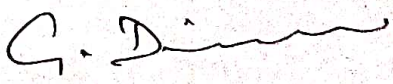
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**Minutes Exam Cell Committee Meeting**

S.NO	DECISION TAKEN
1.	<b>Internal Assessment Date:</b> The Monthly and Model Exam are Listed below: MT 1 -29/07/2019 to 03/08/2019 MT 2 -02/09/2019 to 07/09/2019 MODEL -07/10/2019 to 12/10/2019
2.	<b>Time Duration:</b> <ul style="list-style-type: none"><li>• The Time duration for MT 1 and MT 2 are 90 minutes and Model examination is 3 hours.</li></ul>
3.	<b>Question paper pattern:</b> All faculties have to prepare two set of question papers for each subject with below criteria. <ul style="list-style-type: none"><li>• <b>Monthly Test 1 &amp; 2</b> The question paper pattern Part A – 5x2=10 Marks Part B – 13x2=26 Marks Part C – 14x1=14Marks Total 50 marks</li><li>• <b>Model Exam</b> Part A – 10x2=20Marks Part B- 13x5=75Marks Part C- 15x1=15Marks Total 100 marks.</li></ul>
4.	<b>Exam Portion:</b> <ul style="list-style-type: none"><li>• The portion for MT 1 has to be 1.5 Units, MT 2 has to be remaining 1.5 Units and for Model Examination all the 5 Units should be covered.</li></ul>
5.	<b>Exam Schedule:</b> <ul style="list-style-type: none"><li>• All the exam cell in charge are requested to prepare exam schedule on the basis of subject code order and circulate it to all the class rooms and place this on the noticed board.</li></ul>

6.	<b>Invigilation Duty:</b> <ul style="list-style-type: none"> <li>The exam cell in-charge is requested to prepare seating arrangement and paste it on the exam hall before starting of the exam.</li> </ul>
5.	<b>Seating arrangement :</b> <ul style="list-style-type: none"> <li>The entire exam cell is changes are requested to prepare seating arrangement and it on the exam hall before starting of the exam.</li> </ul>
6.	<b>Role of the Faculty:</b> <b>Exam Cell in Charge:</b> <ul style="list-style-type: none"> <li>To collect question paper from all the faculty members and submit that to the Exam cell.</li> <li>To submit exam schedule to the exam cell.</li> <li>To collect question paper from the exam cell on the day of exam and distribute to the exam hall based on the allocation of Invigilation duty sheet.</li> <li>To prepare attendance sheet for every year.</li> <li>To prepare the absentees list and submit that to Principal.</li> </ul> <b>HOD:</b> <ul style="list-style-type: none"> <li>To monitor the timely submission and check the quality of the question paper.</li> <li>To maintain discipline while conducting the exam.</li> <li>To vigil on exam.</li> </ul> <b>Faculty:</b> <ul style="list-style-type: none"> <li>To monitor discipline of the students.</li> <li>Faculties who have the Invigilation duty should enter the examination hall before ten minutes.</li> <li>Faculties should ensure the students to enter the examination hall before five minutes.</li> </ul>
7.	<b>Others</b> <ul style="list-style-type: none"> <li>Collect the answer booklets from the stores, 3 days before the commencement of the exam.</li> <li>To arrange the desk based on the seating arrangement.</li> </ul>

  
**Exam Cell Coordinator**

  
**Principal**



**ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR 603103**

**Exam Cell Committee Meeting**

File no: AIHT/EXAM CELL/C/2019-2020/02

Date: 18.12.2019

**CIRCULAR**

The Exam Cell Committee meeting for the academic year **2019-2020** **EVEN** semester will be conducted at 11am on 20.12.2019 in the conference hall. The committee members are requested to attend the meeting.

**Agenda of the meeting:**

1. Internal Assessment Date.
2. Time Duration
3. Question paper pattern
4. Exam Portion
5. Exam Schedule
6. Invigilation Duty
7. Seating arrangement
8. Role of the Faculty
9. Others

**Principal**

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Director

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**ANAND INSTITUTE OF HIGHER TECHNOLOGY**

**KAZHIPATTUR 603103**

**Exam Cell Committee Members Attendance**

Date: 20.12.2019

S.No	Name	Signature
1	Dr.S.Suresh Mohan Kumar - Chairperson	
2	Dr.P.Pathamuthu - Coordinator	
3	Mr.A.S.Balaji - Member	
4	Mr.R.Logeshwaran- Member	
5	Mrs.S.Sahunthala- Member	
6	Mr.M.Balamurugan- Member	
7	Mr.Immanuel Ebenezer- Member	
8	Dr.Bharathivasu- Member	



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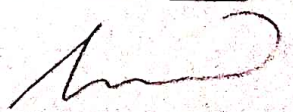
KAZHIPATTUR 603103

## Minutes Exam Cell Committee Meeting

S.NO	DECISION TAKEN
1.	<p><b>Internal Assessment Date:</b></p> <p>The Monthly and Model Exam are Listed below:</p> <p>MT 1 -06/01/2020 to 11/01/2020</p> <p>MT 2 -24/02/2020 to 01/03/2020</p> <p>MODEL -29/03/2020 to 03/04/2020</p>
2.	<p><b>Time Duration:</b></p> <ul style="list-style-type: none"><li>The Time duration for MT 1 and MT 2 are 90 minutes and Model examination is 3 hours.</li></ul>
3.	<p><b>Question paper pattern:</b></p> <p>All faculties have to prepare two set of question papers for each subject with below criteria.</p> <ul style="list-style-type: none"><li><b>Monthly 1 &amp; 2</b> The question paper pattern Part A – 5x2=10 Marks Part B – 13x2=26 Marks Part C – 14x1=14Marks Total 50 marks</li><li><b>Model Exam</b> Part A – 10x2=20Marks Part B- 13x5=75Marks Part C- 15x1=15Marks Total 100 marks.</li></ul>
4.	<p><b>Exam Portion:</b></p> <ul style="list-style-type: none"><li>The portion for MT 1 has to be 1.5 Units, MT 2 has to be remaining 1.5 Units and for Model Examination all the 5 Units should be covered.</li></ul>
5.	<p><b>Exam Schedule:</b></p> <ul style="list-style-type: none"><li>All the exam cell in charge are requested to prepare exam schedule on the basis of subject code order and circulate it to all the class rooms and place this on the noticed board.</li></ul>

6.	<b>Invigilation Duty:</b> <ul style="list-style-type: none"> <li>The exam cell in-charge is requested to prepare seating arrangement and paste it on the exam hall before starting of the exam.</li> </ul>
7.	<b>Seating arrangement :</b> <ul style="list-style-type: none"> <li>The entire exam cell is changes are requested to prepare seating arrangement and it on the exam hall before starting of the exam.</li> </ul>
8.	<b>Role of the Faculty:</b> <b>Exam Cell in Charge:</b> <ul style="list-style-type: none"> <li>To collect question paper from all the faculty members and submit that to the Exam cell.</li> <li>To submit exam schedule to the exam cell.</li> <li>To collect question paper from the exam cell on the day of exam and distribute to the exam hall based on the allocation of Invigilation duty sheet.</li> <li>To prepare attendance sheet for every year.</li> <li>To prepare the absentees list and submit that to Principal.</li> </ul> <b>HOD:</b> <ul style="list-style-type: none"> <li>To monitor the timely submission and check the quality of the question paper.</li> <li>To maintain discipline while conducting the exam.</li> <li>To vigil on exam.</li> </ul> <b>Faculty:</b> <ul style="list-style-type: none"> <li>To monitor discipline of the students.</li> <li>Faculties who have the Invigilation duty should enter the examination hall before ten minutes.</li> <li>Faculties should ensure the students to enter the examination hall before five minutes.</li> </ul>
9.	<b>Others</b> <ul style="list-style-type: none"> <li>Collect the answer booklets from the stores, 3 days before the commencement of the exam.</li> <li>To arrange the desk based on the seating arrangement.</li> </ul>

  
**Exam Cell Coordinator**

  
**Principal**