



**ANAND INSTITUTE OF HIGHER TECHNOLOGY  
KAZHIPATTUR 603103**

**Exam Cell Committee Meeting**


File no: AIHT/EXAM CELL/C/2020-2021/01

Date: 18.07.2020

**CIRCULAR**

The Exam Cell Committee meeting for the academic year **2020-2021** ODD semester will be conducted at 11 am on 20.07.2020 in the conference hall. The committee members are requested to attend the meeting.

1. Model Exam date and mode of exam.
2. Time Duration
3. Question paper pattern
4. Exam Portion
5. Exam Schedule
6. Invigilation Duty
7. Role of the Faculty
8. Details about answer scripts upload



Principal

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Chairman / Secretary

Director

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All HODs

Exam Cell Coordinator

Library



ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR 603103

Exam Cell Committee Members Attendance

Date: 20.07.2020

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



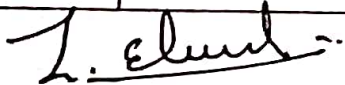


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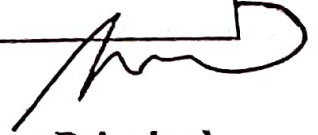
**Minutes Exam Cell Committee Meeting**

S.NO	DECISION TAKEN
1.	<b>Internal Assessment Date:</b> The Monthly and Model Exam are Listed below: MT 1 -29/07/2020 to 03/08/2020 MT 2 -02/09/2020 to 07/09/2020 MODEL -07/10/2020 to 12/10/2020
2.	<b>Time Duration:</b> <ul style="list-style-type: none"><li>• MT 1, MT 2, Model Exam Time duration 1 hour and 60 MCQ</li></ul>
3.	<b>Question paper pattern:</b> All faculties have to prepare two set of question papers for each subject with below criteria. MT 1, MT 2, Model Exam -60 MCQ- Total 100 marks.
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 invigilation duty.</li></ul>
7.	<b>Role of the Faculty:</b> <b>Exam Cell in Charge:</b> <ul style="list-style-type: none"><li>• To set MCQ questions properly, distribute the questions on time to all students</li></ul> <b>HOD:</b> <ul style="list-style-type: none"><li>• To monitor the timely submission and check the quality of the question</li></ul>

	<p>paper.</p> <ul style="list-style-type: none"><li>• To maintain discipline while conducting the exam.</li><li>• To vigil on exam.</li></ul> <p><b>Faculty:</b></p> <ul style="list-style-type: none"><li>• To monitor discipline of the students.</li><li>• Faculties should ensure the students to enter the examination online link before five minutes.</li></ul>
8.	<p><b>Details about answer scripts upload</b></p> <ul style="list-style-type: none"><li>• Students are instructed to convert their answer scripts to pdf and upload that within the time limit.</li></ul>



**Exam Cell Coordinator**



**Principal**





**ANAND INSTITUTE OF HIGHER TECHNOLOGY**

**KAZHIPATTUR 603103**

**Exam Cell Committee Meeting**

File no: AIHT/EXAM CELL/C/2020-2021/02

Date: 21.12.2020

**CIRCULAR**

The Exam Cell Committee meeting for the academic year **2020-2021** **EVEN** semester will be conducted at 11am on 24.12.2020 in the conference hall. The committee members are requested to attend the meeting.

**Agenda of the meeting:**

1. Model Exam date and mode of exam.
2. Time Duration
3. Question paper pattern
4. Exam Portion
5. Exam Schedule
6. Invigilation Duty
7. Role of the Faculty
8. Details about answer scripts upload

**Principal**

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KAZHIPATTUR 603103

Exam Cell Committee Meeting

Date: 24.12.2020

S.No	Name	Signature
1	Dr.S.Suresh Mohan Kumar- Chairman	
2	Dr.P.Pathamuthu – Coordinator	
3	Mr.A.S.Balaji	
4	Mr.V.Elumalai	
5	Mrs.S.Sahunthala	
6	Mrs.J.Anitha	
7	Mr.Immanuel Ebenezer	
8	Dr.Bharathivasu	





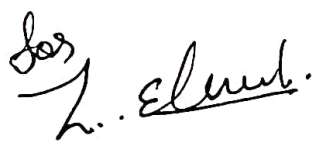
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**Minutes Exam Cell Committee Meeting**

<b>S.NO</b>	<b>DECISION TAKEN</b>
1.	<b>Internal Assessment Date:</b> The Monthly and Model Exam are Listed below: MT 1 -06/01/2021 to 11/01/2021 MT 2 -24/02/2021to 01/03/2021 MODEL -29/03/20 21to 03/04/2021
2.	<b>Time Duration:</b> <ul style="list-style-type: none"><li>• MT 1, MT 2, Model Exam Time duration 1 hour and 60 MCQ</li></ul>
3.	<b>Question paper pattern:</b> All faculties have to prepare two set of question papers for each subject with below criteria. MT 1, MT 2, Model Exam -60 MCQ- Total 100 marks.
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>
7.	<b>Role of the Faculty:</b> <b>Exam Cell in Charge:</b> <ul style="list-style-type: none"><li>• To set MCQ questions properly, distribute the questions on time to all students</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></ul>

	<ul style="list-style-type: none"><li>• To maintain discipline while conducting the exam.</li><li>• To vigil on exam.</li></ul> <p><b>Faculty:</b></p> <ul style="list-style-type: none"><li>• To monitor discipline of the students.</li><li>• Faculties should ensure the students to enter the examination online link before five minutes.</li></ul>
8.	<p><b>Details about answer scripts upload</b></p> <ul style="list-style-type: none"><li>• Students are instructed to convert their answer scripts to pdf and upload that within the time limit.</li></ul>



**Exam Cell Coordinator**



**Principal**