



ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR 603103

Exam Cell Committee Meeting

File no: AIHT/EXAM CELL/C/2022-2023/01

Date:02.07.2022

CIRCULAR

The Exam Cell Committee meeting for the academic year 2022-2023 ODD semester will be conducted at 11am on 04.07.2022 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



ANAND INSTITUTE OF HIGHER TECHNOLOGY
KAZHIPATTUR 603103

Exam Cell Committee Members Attendance

Date: 04.07.2022

| S.No | Name | Signature |
|------|---------------------------------------|-----------|
| 1 | Dr.S.Suresh Mohan Kumar - Chairperson | |
| 2 | Dr.Elanchezhlian – Co-ordinator | |
| 3 | Mr.A.S.Balaji - Member | |
| 4 | Mr.V.Elumalai- 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. | Internal Assessment Date: The Monthly and Model Exam are Listed below: MT 1 -29/07/2022 to 03/08/2022 MT 2 -02/09/2022 to 07/09/2022 MODEL -07/10/2022 to 12/10/2022 |
| 2. | Time Duration: <ul style="list-style-type: none">• The Time duration for MT 1 and MT 2 are 90 minutes and Model examination is 3 hours. |
| 3. | Question paper pattern: All faculties have to prepare two set of question papers for each subject with below criteria. <ul style="list-style-type: none">• Monthly Test 1 & 2 The question paper pattern Part A – 5x2=10 Marks Part B – 13x2=26 Marks Part C – 14x1=14Marks Total 50 marks• Model Exam Part A – 10x2=20Marks Part B- 13x5=75Marks Part C- 15x1=15Marks Total 100 marks. |
| 4. | Exam Portion: <ul style="list-style-type: none">• 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. |

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| 5. | <p>Exam Schedule:</p> <ul style="list-style-type: none"> • 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. |
| 6. | <p>Invigilation Duty:</p> <ul style="list-style-type: none"> • The exam cell in-charge is requested to prepare seating arrangement and paste it on the exam hall before starting of the exam. |
| 7. | <p>Seating arrangement :</p> <ul style="list-style-type: none"> • The entire exam cell is changes are requested to prepare seating arrangement and it on the exam hall before starting of the exam. |
| 8. | <p>Role of the Faculty:</p> <p>Exam Cell in Charge:</p> <ul style="list-style-type: none"> • To collect question paper from all the faculty members and submit that to the Exam cell. • To submit exam schedule to the exam cell. • 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. • To prepare attendance sheet for every year. • To prepare the absentees list and submit that to Principal. <p>HOD:</p> <ul style="list-style-type: none"> • To monitor the timely submission and check the quality of the question paper. • To maintain discipline while conducting the exam. • To vigil on exam. <p>Faculty:</p> <ul style="list-style-type: none"> • To monitor discipline of the students. • Faculties who have the Invigilation duty should enter the examination hall before ten minutes. • Faculties should ensure the students to enter the examination hall before five minutes. |

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| 9. | Others <ul style="list-style-type: none">• Collect the answer booklets from the stores, 3 days before the commencement of the exam.• To arrange the desk based on the seating arrangement. |
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Exam Cell Coordinator



Principal



ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR 603103

Exam Cell Committee Meeting

File no: AIHT/EXAM CELL/C/2022-2023/02

Date: 18.12.2022

CIRCULAR

The Exam Cell Committee meeting for the academic year **2022-2023 EVEN** semester will be conducted at 10am on 20.12.2022 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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ANAND INSTITUTE OF HIGHER TECHNOLOGY

KAZHIPATTUR 603103

Exam Cell Committee Members Attendance

Date: 20.12.2022

| S.No | Name | Signature |
|------|---------------------------------------|-----------|
| 1 | Dr.S.Suresh Mohan Kumar - Chairperson | |
| 2 | Dr.Elanchezhlian – Co-ordinator | |
| 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 | Mrs.S.Grace Prasana- Member | |



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Minutes of Exam Cell Committee Meeting

| S.NO | DECISION TAKEN |
|------|---|
| 1. | <p>Internal Assessment Date:</p> <p>The Monthly and Model Exam are Listed below:</p> <p>MT 1 -06/01/2023 to 11/01/2023</p> <p>MT 2 -24/02/2023 to 01/03/2023</p> <p>MODEL -29/03/2023 to 03/04/2023</p> |
| 2. | <p>Time Duration:</p> <ul style="list-style-type: none">The Time duration for MT 1 and MT 2 are 90 minutes and Model examination is 180 minutes (3 hours). |
| 3. | <p>Question paper pattern:</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">Monthly 1 & 2 <p>The question paper pattern</p> <p>Part A – 5x2=10 Marks</p> <p>Part B – 13x2=26 Marks</p> <p>Part C – 14x1=14Marks</p> <p>Total 50 marks</p> <ul style="list-style-type: none">Model Exam <p>Part A – 10x2=20Marks</p> <p>Part B- 13x5=75Marks</p> <p>Part C- 15x1=15Marks</p> <p>Total 100 marks.</p> |
| 4. | <p>Exam Portion:</p> <ul style="list-style-type: none">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. |
| 5. | <p>Invigilation Duty:</p> <ul style="list-style-type: none">The Exam Cell in-charge should not allocate the Invigilation duty for the concerned faculty whose exam is conducted.To prepare day wise Invigilation duty sheet. |

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

Z. Alaukh
Exam Cell Coordinator

[Signature]
Principal