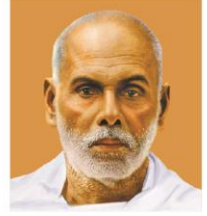


Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



MEETING MINUTES OF EXTERNAL EXAMINATION COMMITTEE

The minutes of the examination cell meeting held on 14/12/23

Members Present

Dr. Leena AV	Chief Superintendent
Mr. Sundar V, HOD, CSE	Deputy Chief Superintendent
Mr. Vasehal M Nayar, APEEE	Assistant
Ms. Revathi P, AP CE	Assistant
Mr. Harish C, offline staff	Support Staff
Mr. Abhir IC, Lab assistant	Support Staff
Ms. Anusha M, Lab assistant	Support Staff

Agenda

1. Examination Hall - Seating, Layout and arrangement.
2. Distribution and arrangement of Examination and supplementary material.
3. Circulation duty.
4. Barcode arrangement.
5. Answer sheet collection and packing.
6. Attendance sheet.

Examination Hall - Seating, Layout and arrangement

It was discussed about the exam hall arrangement seating should be arranged to minimize.

The layout of the examination hall should allow for easy supervision by invigilator.

2. Distribution of examination and supplementary materials

Before the exam, examination material such as question paper, answer sheet and supplementary material (sample, sheet) should be prepared.

3. Invigilation Duty

Invigilation duty list should be arranged and finalized before the examination.

It was also discussed that in any case, if the invigilator is unable to attend the duty, prompt action should be taken to adjust the invigilation arrangement.

4. Bar Code arrangement

Chief superintendent authorized a member of exam cell for collecting bar code from the office. The bar code should be taken to adjust the invigilation arrangement.

5. Answer sheet collection and packing

Invigilator should collect answer from students at the exam, ensuring that all students have submitted their papers.

Exam cell members Mr. Abdul K. C. and Mr. Anand are in charge of the college and to verify the count.

Answer sheets should be carefully packed in the answer envelopes.

Mr. Harish P will also be in charge of packing the answer sheets.

6. Attendance sheet.

Invigilator on exam coordinates the attendance sheet, students are requested to sign much the attendance on the sheet to confer this presence.

7. Observer register and invigilation duty register.

Observer duty register is to be prepared and maintained so that the document the presence of external who are not directly involved in the examination process.

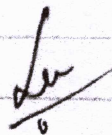
The invigilation duty register is to be prepared and maintained by the exam cell coordinator.

It will be useful to design and document invigilation duties to staff members.

Mrs. Sundar. V will be in charge of preparing the duty register.

Each invigilator should sign in the duty register.

The meeting concluded at 3.45pm


Principal.

The minutes of the examination cell meeting
held on 12/06/23.

Members Present.

Dr. Keena AV

Mr. Sunder V, HOD, CSE

Mr. Vanshak M Nayanar, APEEE

Ms. Revathi P, AP EE

Mr. Hareesh Kumar C, Office Staff

Chief Superintendent.

Deputy Chief Superintendent

Assistant

Assistant

Support Staff.

Meeting commenced at 2pm in examination cell

Agenda.

1. Exam hall arrangement
2. Invigilation duty and station
3. Answer sheet distribution and parking.

Decisions

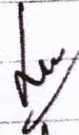
1. Exam hall arrangements.

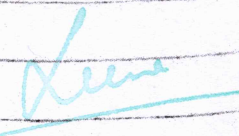
It was discussed that proper arrangement of examination hall should be done in advance so that to ensure smooth and efficient examination process.

It was also found that each examination hall can accommodate with a man capacity of 24 seating plan was also proposed by considering the factors such as student distribution, spacing between desks etc.

Mr. Sunder agreed to generate the seating plan for all examination days.

- 2) Invigilation duty & station
 Invigilation duty list should be arrange before the examination.
 Alternation in invigilation duty typically occur due to various reasons. In such cases adjustments may be made to invigilation schedule and alternative invigilators may be assigned to oversee the exam.
- 3) Answer sheet distribution and parking.
 Discussed about the proper and secure delivery and collection of exam answer sheets before and after the examination. On the day of exam, invigilators should distribute answer sheets to student ensuring each receives the correct documents. and after exam concludes invigilation should collect the answer sheets from student making sure to check that all sheets are accounted for. Collected answer sheets should ~~are~~ organized and packed securely.
 Meeting concluded at 3pm.

Chief Superintendent / 
 Deputy Chief Superintendent.


 Dr. LEENA A V
 PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
 ENGINEERING & TECHNOLOGY
 PAPPANUR, KANNUR

The minutes of examination cell meeting held
on 05/12/22

Members present.

Dr. Leena AV

Mr. Sunder V, HOD CSE

Mr. Vaishak M Nayanar, APEEE

Ms. Revathi P, AP, CE

Mr. Harish Kumar C, Office Staff

Chief Superintendent

Deputy Chief Superintendent

Assistant

Assistant

Support Staff

The meeting commenced at 10:30 am in
the examination cell.

Agenda.

1. Examination hall selection and arrangement
2. Security measures
3. Exam materials
4. Invigilation
5. Attendance Register and observer Register.

Decision Taken.

- i) Examination hall selection & arrangement.
Arrange the examination hall to create
a conducive environment for conducting
exams. which includes:
 - i) Planning: Determine date, time and duration
of exam.
Identify the number of candidate registered
for the exam.
- ii) Hall Selection: Choose a suitable examination
hall based on number of candidate
seating capacity.

Seating Capacity & arrangement:

It was noted that each examination hall can accommodate 24 students.

2) Security measures
Safety measures were discussed to implement security protocols to prevent cheating or misconduct during the exam.

3) Exam materials.
Ensure that all necessary exam materials such as question papers, answer sheets and any other required items are provided to the candidates.

4) Invigilation
Assign invigilators to monitor candidates and ensure compliance with exam rules.

Also ensure that there is adequate invigilation coverage.

5) Attendance, register and observer register.
Invigilators or exam coordinators are responsible for monitoring the attendance register and ensure that all candidate sign in before or during the examination. Observer register is used to document the presence of any external observer or proctors who are monitoring the exam. Observer register should be prepared and maintained.

Meeting concluded at 11:30 am.

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Chief Superintendent

Do not sign on this list.

The minutes of examination cell meeting
held on 08/6/2022.

Members Present.

Dr. Sureshan Parakkal, Ponnupal
Mr. Sunder V, HOD CSE
Mr. Varshak M Nayanar, AP EEE
Mr. Sunesh P, Office Staff
Mr. Harish Kumar C, Office Staff

dk B.
Chief Superintendent
Deputy Chief Superintendent
Assistant *dk B.*
Support Staff *dk B.*
Support Staff *dk B.*

Agenda.

1. Layout of exam hall
2. Examination materials & equipments
3. Circulation duty.
4. Bar code arrangement
5. Answer sheet collection and parking.

Decisions Taken

1. Layout of exam hall

Discussed about layout of exam hall to ensure a conducive environment for candidates. Following factors were discussed regarding layout.

- i) Requirement Gathering: Discussed the specifics of the exam, including subject, date, time, duration and no of candidates.
- ii) layout planning: Discussed optimal layout of desks and seating arrangement to minimize space utilisation and minimize distractions.
- iii) Seating arrangement: Assigned tasks for creating seating charts to allocate specific seats to candidates.

dk B.
Dr. LEENA A V
PRINCIPAL

- 2) Examination materials and equipments
Discussed the provision of necessary equipment & materials such as exam papers, answer sheets etc.
Ensure that all materials are organized and distributed efficiently to candidates before the exam begins.
- 3) Surveillance duty.
- Monitor exam candidates to prevent cheating or misconduct and ensure that candidates adhere to exam rules and regulations.
Surveillance duty list should be prepared in advance prior to the examination.
- 4) Bar Code arrangement.
Authorise mentor in exam cell for collecting bar codes from office. This task should be done prior to the examination.
- 5) Answer sheet Collection & Packing.
Collect necessary materials including exam papers, answer sheets and any other supplementary materials and also count the number of answer sheet to ensure accuracy and verify that they match the number of candidates registered for the exam.
Examination answer sheet packing procedures were also discussed, place each stack of answer sheet of in individual envelopes.
Meeting concluded at 3:30pm.

The minutes of examination cell meeting
held on 02/12/2021

Member Present.

Dr. Swarnam Paseth, Principal
Mr. Sunder V, HOD CSE

Chief Superintendent
Deputy Chief Superintende-
nt ~~Superintendent~~

Mr. Vaishak M Nayanar, APEEE

Assistant. ~~Post.~~

Mr. Sunesh P, Office Staff

Support Staff ~~Staff~~

Mr. Harish Kumar C, Office Staff

Support Staff ~~Staff~~

Agenda.

1. Examination hall / Seating arrangement
2. Supervision and invigilation
3. Emergency preparedness
4. Exam papers & supplementary materials
5. Security measures

Decision Taken.

1. Examination Hall / Seating Arrangement
Discussed the details of examination including date, time, duration and number of candidates and also discussed to review about the available examination halls.

Seating plan was also discussed and proposed by considering the factors such as layout of desks, spacing between candidate etc.

Ensure examination hall is accessible to candidate with disabilities and discussed any necessary accommodations
Duty is entrusted to have ~~keeping~~

staff Anilha and Mr Sunder V to oversee it

2. Supervision and invigilation

- Assign invigilation and supervisors for examination, ensuring adequate coverage and adherence to examination regulations. This invigilation duty list should be arranged at least one day before the exam date.

3. Emergency preparedness.

- Discussed emergency procedures regarding medical emergencies or other unforeseen events during the examination.

4. Examination paper and Stationary.

Ensure adequate supply of exam papers, answer sheet for all candidates. Identify and provide any supplementary materials such as graph sheets, reference books required for exam. Mr Sunder V was assigned to do the same.

5. Security measures.

Discussed about the security protocol for handling exam materials, including storing securely before and after the exam.

Assigned responsibilities to Mr Sunder V. as exam cell coordinator for monitoring exam rooms & ensuring compliance with security procedures.

Meeting concluded at 1pm.

Chief Superintendent /
Deputy Chief Superintendent

The minutes of the examination cell meeting held on 2/6/2021

Members Present

The meeting commenced at 11 am in the examination cell.

Dr. Suresan Paseth, Principal

Mr. Sundar V, HOD CSE

Mr. Vasekha M Nayanar, APEEE

Mr. Suresh P, Offline Staff

Mr. Harish Kumar C, Offline staff

Chief Superintendent

Deputy Chief Superintendent

Assistant

Support Staff

Support Staff

Agenda

1. Hall Selection and layout
2. Health and safety guidelines.
3. Seating arrangement.
4. Personal protective equipment.
5. Cleaning and sanitization.
6. Inauguration duty.

Decisions Taken

1. Hall Selection and layout.

Examination hall arrangement was discussed to ensure a smooth and efficient examination process.

2. Health and safety guidelines

- Reviewed the latest health and safety guidelines provided by local health authorities and educational institutions.
- Discussed about the measures such as wearing masks, maintaining social distancing and sanitization protocols.

3. Seating arrangement

Assigned task for arranging seating desks to ensure adequate distance between candidates.

4. Personal protective equipment (PPE)

Discussed the provision of PPE such as masks, gloves and hand sanitizers for candidates and staff. Ensure that sufficient supplies of PPE are available throughout the examination period.

5. Cleaning and sanitization

Assign and implement cleaning procedure before and after each exam session.

6. Ventilation duty

Provide personal protective equipment to the ventilator to mitigate the risk of viral transmission.

Ensure adequate fresh air is provided for ventilator during breaks, with proper ventilation and social measures in place.

Meeting concluded at 12.30pm

The minutes of Examination cell meeting held
on 03/6/2020.

Members Present

Dr VK Janardanan, Principal
Mr Sujith D, AP CSE

Ms Aniltha IC, HOD CSE

Ms Sruvaji Narayanan, AP CSE

Mr Sunesh P, Office Staff

Mr Hareesh Kumar C, Office Staff

Julg
Chief Superintendent
Deputy Chief Superin-
tendent

Assistant Aniltha

Assistant Sruvaji
03/6/2020

Support Staff

Support Staff Korath

Meeting commenced at 10am in the examination
cell.

Agenda

Online examination for 8th semester

Discussion

It was discussed about feasibility and implem-
entation of online examination as an
alternative assessment method during COVID-19
pandemic.

Identify potential challenges and limitation
of transitioning to online examination
such as ensuring equitable access for all
students.

- Assess the readiness of university's technolog-
ical infrastructure and resources to
support online examination for 8th
semester students.

- Identify potential challenges and obstacles.

conducting online examination such as internet connectivity issues, technological proficiency of students.

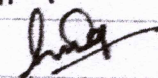
Examination format and security
Determine formats of online examinations including type of question and duration

Communication and Support.

Communicate with 8th semester students to provide clear instructions and guidelines for participating in online examination including technical requirements, exam schedules.

- Provide support services and assistance to students who may encounter difficulties or require accommodation during online examinations

Meeting concluded at 11 am.


Chief Superintendent / Deputy
Chief Superintendent.

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

13

The minutes of the examination call meeting held on 11/2/2020.

Members Present

Dr. V K Janardanan, Principal

Mr. Sunder V, HOD CSE

Mr. Manu Raj C, AP ME

Mr. Sunesh P, Office Staff

Mr. Hareesh Kumar C, Office Staff

Chief Superintendent

Deputy Chief Superintendent

Assistant

Support Staff

Support Staff

The meeting commenced at 11 AM in the examination cell.

Agenda

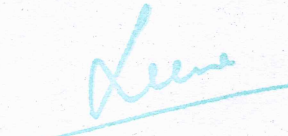
1. Examination Hall Arrangement.
2. Health & Safety protocols
3. Sanitation and cleaning Procedure.
4. Communication and Awareness
5. Invigilation duty
6. Sanitization of materials & equipment during packing.

Decisions Taken

Arrangements for the examination hall were discussed to ensure a smooth and efficient examination process.

Health and safety protocols were discussed, including the implementation of mandatory mask-wearing and hand hygiene practices for all attendees.

1. Arrangements should be made for adequate ventilation.
2. Social distancing measures should be encouraged by adjusting invigilator, seating arrangements and limiting the number of students per room.
3. Regular disinfection should be conducted in examination halls and seating areas before and after each exam.


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Ensure clear communication of examination schedules, health protocols, and safety guidelines to all students and staff.

Provide separate rooms for students suffering from COVID-19 during exams, along with guidelines for examination arrangements.

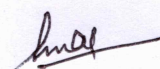
Implement strict health and safety protocols for invigilators, including wearing masks, practicing hand hygiene, and following social distancing guidelines.

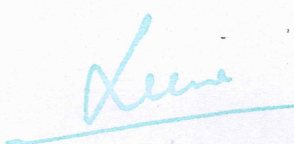
Supply personal protective equipment (PPE) to invigilators to reduce the risk of viral transmission. Conduct training sessions for invigilators on COVID-19 safety protocols.

Implement enhanced sanitation and hygiene practices during the probing process. Maintain appropriate physical distancing during packing procedures.

Regularly sanitize packing materials, such as envelope seals and labeling equipment, to minimize the risk of surface transmission.

The Chief Supervisor emphasized the importance of posting proper guidelines on the notice board. The meeting concluded at 12:30 PM.


Principal


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

The Minutes of examination cell meeting
held on 3/12/2019.

Members Present.

Dr V K Janardanan, Principal	Chief Superintendent
Mr Sujith D, APCSE	Deputy Chief Superintendent
Mrs Amitha IC, HOD CSE	Assistant Principal
Ms Sreeraji Narayanan, AP, CSE	Assistant Sergeant
Mr Suresh P, Office Staff	Support Staff
Mr Hareesh Kumar C, Office Staff	Support Staff

The meeting commenced at 2:30pm in the
examination cell.

Agenda

1. Examination Hall / Additional Hall arrangement
2. Examination Materials arrangement
3. Invigilation duty list
4. Examination answer sheet parking
5. Observer register maintenance.

Decisions Taken

1. Examination Hall arrangement.
Examination hall should be arranged
so that smooth examination process
has to be provided.

Additional examination - hall also should
be arranged when enues of candidate
are registered for examination. Detailed
seating plan also should be proposed
prior to examination

Examination hall arrangement duty is entrusted to House keeping staff Anitha & Shyamala. Seating Plan & arranged duty is assigned to Mr. Sujith D.

2) Examination Materials.

Arrangement should be made to ensure that examination materials such as question papers, answer sheets & stationery are distributed to each desk prior to start of examination. Duty is entrusted to Mr. Suresh P.

3) Invigilation duty list.

Should be arranged atleast one day before the examination. Allocation duty list also should be arranged.

4) Examination answer sheet parking.

Ensure all parking material are available at parking stations. Necessary arrangement should be provided for safe and confidential parking of answer sheet. Mr. Harish was designated and responsible for parking answer sheets.

5) Observer register maintenance.

Observer register should be prepared and maintained well.

Dr. DEENA A V
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Meeting concluded at 3:30 pm.

Chief Superintendent/
Deputy Chief Superintendent.

The minutes of the Examination cell meeting held on 5th / 12 / 2018

Members Present

Dr. V.K. Janardhanan, Principal

Mr. Sugirth D, AP CSE

Mr. Suresh P, Office Staff

Mr. Harish Kumar C, Office Staff

Chief Superintendent

Deputy Chief Superintendent

Support Staff

Support Staff

The meeting commenced at 11 am in the examination cell

Agenda

- 1) Seating arrangement
- 2) Examination materials arrangement
- 3) Invigilation duty list
- 4) Attendance & Malpractice
- 5) Bar Code Arrangements
- 6) Observer register maintenance

Decisions Taken

1. Seating arrangement

Desks should be arranged in rows, spaced adequately to maintain privacy. Each Exam hall should accommodate 22 students to ensure a smooth and efficient examination process.

The duty is entrusted to House keeping staff Roshal.
Detailed seating plan should also be prepared.
Mr Sujith D is interested with this duty.

Inauguration Stations:

2) Examination material arrangement.

Central distribution point (Examination cell) should be managed by Exam Coordinator and also secure secure-storage for additional examination material to be accessed as needed during the examination.
Mr. Suresh. P was assigned to arrange the materials.

3) Inauguration duty list

Inauguration duty list including alternating should be arranged and finalize one day before the exam date.

4) Bar code arrangement.

Bar code should be atleast from the office before the examination.

The duty is entrusted to Mr. Pradeep.

5) Attendance and malpractice.

Candidates will be requested to check in with exam staff to verify their identity and registration details.

Candidates among after the scheduled start time will be permitted entry only after the approval from the concerned, depts & principle and will not grant extra time to complete the exam.

Candidates who fail to appear for the exam will be marked as absent in the attendance record.

Malpractice if any, strict actions will be taken.

6) Observer register maintenance

The observer register should be prepared and maintained to document the process and activities of external observer during examinations.

Mr. Sunil D will assigned to do the same.

Meeting Concluded at 12.30Pm

hls

Chief Superintendent /
Deputy Chief Superintendent

Leena

The Minutes of the Enamination cell
meeting hold on 05/12/2018.

Members Present.

Dr. VK Janardanan, Principal

Mr. Suresh D, AP CSE

Mr. Suresh P, Office Staff

Mr. Dinakaran N

Mr. Harish Kumar C, Office Staff

Chief Superintendent.
Deputy Chief Superintendent.
Support Staff.
Support Staff.
Support Staff.

The meeting commenced at 2pm in the
enamination cell

Agenda

1. Enamination Hall Arrangement.
2. Stationary / Enamination materials arrange-
ment
3. Invigilation duty list
4. Bar code arrangement for enamination
5. Enamination answer sheet packing.

Decisions Taken

1. Enamination Hall Arrangement.
Arrangement of enamination hall was
discussed to ensure a smooth and
efficient enamination process. The duty
is entrusted to House keeping staff
- Shyamala.

Following points were discussed regarding
enamination hall arrangement

1) Seating Capacity : It was noted that each examination hall should accommodate 20 students

ii) Seating Plan: Made necessary arrangement in college and to generate seating plan.

2) Examination materials arrangement.
Arrangements should be made to ensure that examination materials such as question papers, answer sheets and stationery are distributed to each desk prior to start of examination.

Mr Suresh was assigned to do the arrangement.

3) Invigilation duty list.
The invigilation duty list should be arranged, finalized and approved at least one day before exam date.

4) Bar code arrangement for the examination

Chief Superintendent authorized a monitor/mentor in a exam cell for collecting bar code from the office.

Mr Suresh P was assigned to do the same.

6) Examination Answer Sheet parking
The examination answer sheet

parking procedures were discussed so that to ensure all necessary materials for parking answer sheets are readily available. including envelopes, seals and labeling materials.

Mr Hareesh P was designated and responsible for parking answer sheets. Meeting concluded at 3 PM.

hda

Chief Superintendent /
Deputy Chief Superintendent

Leena