

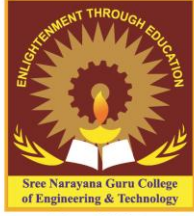


Sree Narayana Guru College of Engineering & Technology

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

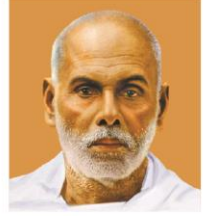


MEETING MINUTES OF INTERNAL EXAMINATION COMMITTEE

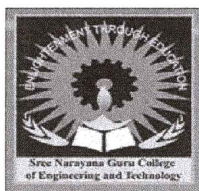


Sree Narayana Guru College of Engineering & Technology

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



2022-2023



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 22/09/2022

SNGCET/IEC/MM/01/2022

Members Present;

- | | |
|--------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Athulraj P P | Coordinator |
| 3. Ms Nimisha M K | “ |
| 4. Ms Archana C P | “ |
| 5. Ms Vani R | “ |
| 6. Ms Bindiya M C | “ |

Agenda:

1. Rules and Responsibilities

Discussion:

1. Chief coordinator welcomed the members ,briefed about the rules and responsibilities of the cell to the members.
2. Chief coordinator bring in to notice about change in the duration of series examination .The exam duration is changed to 2 hours and students will be allowed to move out of the hall only after an hour.
3. Department coordinators are responsible to ensure that timetable, invigilation duty list are shared to their department groups prior the examination and question papers are submitted to the cell on time.
4. Register of the cell should be maintained ,including the answer booklet collection.

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 21/10/2022

SNGCET/IEC/MM/02/2022

Members Present;

1. Ms. Shilpa Valsakumar	Chief Coordinator
2. Mr. Athulraj P P	Coordinator
3. Ms Nimisha M K	“
4. Ms Archana C P	“
5. Ms Vani R	“
6. Ms Bindiya M C	“

Agenda:

1. First series examination of S3,S5,S7

Discussion:

1. The series examination of S3,S5 are scheduled to be held from 05/11/2022 - 08/11/2022 and S7 from 07/11/2022-08/11/2022.
 2. Timetable for the examination was discussed and finalised .
 3. Seating was decided to be arranged in the department block.
 4. The last date of submission of question papers to the cell is 02/11/2022.
 5. The publication of series exam results must be within 3 working days .
- Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 25/11/2022

SNGCET/IEC/MM/03/2022

Members Present;

- | | |
|--------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Athulraj P P | Coordinator |
| 3. Ms Nimisha M K | " |
| 4. Ms Archana C P | " |
| 5. Ms Vani R | " |
| 6. Ms Bindiya M C | " |

Agenda:

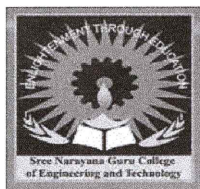
1. First series examination of S1

Discussion:

1. The series examination of S1 are scheduled to be held from 07/12/2022-09/12/2022. Basic rules and regulations of the examination were decided to be read out in the examination hall.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the drawing hall, above the civil Engineering laboratories .
4. The last date of submission of question papers to the cell is 05/12/2022.
5. Separate answer scripts should be distributed for combined basic subject.
6. The publication of series exam results must be within 3 working days . Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 02/12/2022

SNGCET/IEC/MM/04/2022

Members Present;

1. Ms. Shilpa Valsakumar	Chief Coordinator
2. Mr. Athulraj P P	Coordinator
3. Ms Nimisha M K	“
4. Ms Archana C P	“
5. Ms Vani R	“
6. Ms Bindiya M C	“

Agenda:

1. First series examination of S3,S5,S7

Discussion:

1. The series examination of S3 are scheduled to be held on 09/12/2022, 12/12/22 and 13/12/2022. S5 to be held on 09/12/2022 , 12/12/2022 and 17/12/2022 and S7 from 12/12/2022 and 17/12/2022.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the department block and drawing hall.
4. The last date of submission of question papers to the cell is 07/12/2022.
5. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 13/01/2023

SNGCET/IEC/MM/05/2023

Members Present;

1. Ms. Shilpa Valsakumar	Chief Coordinator
2. Mr. Athulraj P P	Coordinator
3. Ms Nimisha M K	“
4. Ms Archana C P	“
5. Ms Vani R	“
6. Ms Bindiya M C	“

Agenda:

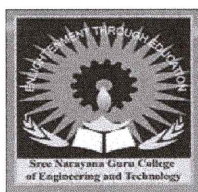
1. Second series examination of S1

Discussion:

1. The series examination of S1 are scheduled to be held from 23/01/2023-27/01/2023.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the drawing hall, above the civil Engineering laboratories .
4. The last date of submission of question papers to the cell is 19/01/2023.
5. Separate answer scripts should be distributed for combined basic subject.
6. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 10/03/2023

SNGCET/IEC/MM/06/2023

Members Present;

- | | |
|--------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Athulraj P P | Coordinator |
| 3. Ms Nimisha M K | “ |
| 4. Ms Archana C P | “ |
| 5. Ms Vani R | “ |
| 6. Ms Nimmitha Murali | “ |

Agenda:

1. First series examination of S4,S6,S8

Discussion:

- 1.The series examination of S4,S6 are scheduled to be held from 22/03/2023 - 24/03/2023 and S8 from 22/03/2023 and 24/03/2023.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the department block and in drawing hall.
4. The last date of submission of question papers to the cell is 17/03/2022.
5. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

ARCHANA A.V.
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR



**SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY**

INTERNAL EXAM CELL

Minutes of the Meeting held on 28/04/2023

SNGCET/IEC/MM/07/2023

Members Present;

- | | |
|--------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Athulraj P P | Coordinator |
| 3. Ms Nimisha M K | “ |
| 4. Ms Archana C P | “ |
| 5. Ms Vani R | “ |
| 6. Ms Nimmitha Murali | “ |

Agenda:

1. Second series examination of S8
2. Vacation of Faculty

Discussion:

1. The series examination of S8 are scheduled to be held on 11/05/2023-12/05/2023.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the drawing hall, above the civil Engineering laboratories .
4. The last date of submission of question papers to the cell is 08/05/2023.
5. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.
6. Chief informed that faculty who are not availing the vacation in the month of May must be available in the cell .

CHIEF COORDINATOR

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 19/05/2023

SNGCET/IEC/MM/08/2023

Members Present;

- | | |
|--------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Athulraj P P | Coordinator |
| 3. Ms Nimisha M K | " |
| 4. Ms Archana C P | " |
| 5. Ms Vani R | " |

Agenda:

1. First series examination of S2

Discussion:

1. The series examination of S2 are scheduled to be held from 07/06/2023-09/06/2023.
 2. Timetable for the examination was discussed and finalised .
 3. Seating was decided to be arranged in the drawing hall, above the civil Engineering laboratories .
 4. The last date of submission of question papers to the cell is 05/06/2023.
 5. Separate answer scripts should be distributed for combined basic subject.
 6. The publication of series exam results must be within 3 working days .
- Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 09/06/2023

SNGCET/IEC/MM/09/2023

Members Present;

1. Ms. Shilpa Valsakumar	Chief Coordinator
2. Mr. Athulraj P P	Coordinator
3. Ms Nimisha M K	“
4. Ms Archana C P	“
5. Ms Vani R	“
6. Ms Nimmitha Murali	“

Agenda:

1. Second series examination of S4,S6

Discussion:

1. The series examination of S4,S6 are scheduled to be held from 13/06/2023 - 14/06/2023 .
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the drawing hall.
4. The last date of submission of question papers to the cell is 09/06/2023.
5. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

CHIEF COORDINATOR

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 14/07/2023

SNGCET/IEC/MM/10/2023

Members Present;

1. Ms. Nimmitha Murali	Chief Coordinator
2. Mr. Athulraj P P	Coordinator
3. Ms Nimisha M K	"
4. Ms Archana C P	"
5. Ms Vani R	"
6. Mr Shibin B	"

Agenda:

1. Second series examination of S2

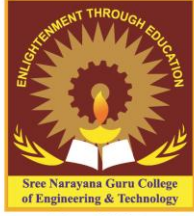
Discussion:

1. The series examination of S2 are scheduled to be held from 24/07/2023-26/07/2023.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the drawing hall, above the civil Engineering laboratories .
4. The last date of submission of question papers to the cell is 21/07/2023.
5. Separate answer scripts should be distributed for combined basic subject.
6. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

Nimmitha Murali

CHIEF COORDINATOR

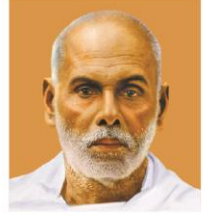
Archana C P
ARCHANA C P
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR



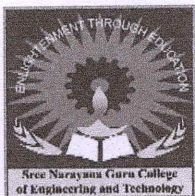
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Sree Narayana Guru College of Engineering & Technology

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



2021-2022



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 4/11/2021

SNGCET/IEC/MM/01/2021

Members Present

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda

1.Rules and Responsibilities

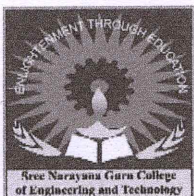
Discussion:

- 1.Chief Coordinator welcomed the members and briefed the agenda
- 2.Chief coordinator explained the rules and responsibilities of the cell members
- 3.Department coordinators are responsible to ensure that timetable& invigilation duty list are shared to their department groups prior the examination and questions are submitted to the cell on time
- 4.Register of the cell should be maintained ,including the answer booklet collection.

PRINCIPAL

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 7/11/2021

SNGCET/IEC/MM/02/2021

Members Present

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

- 1.First series examination of S7

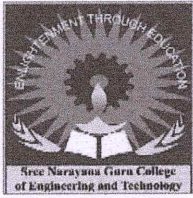
Discussions:

- 1) The series examination of S7 is scheduled to be held from 10/11/2021 to 12/11/2021
- 2) Timetable for the examination were discussed and finalized
- 3) Seating arrangement was decided to be arranged in the department block.
- 4) Last date of question paper submission to the cell is 8/11/2021
- 5) The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

PRINCIPAL

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 13/12/2021

SNGCET/IEC/MM/03/2021

Members Present

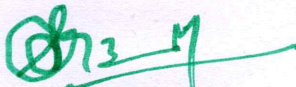
1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"


Agenda:


- 1.First series examination of S3,S5 and second series examination for S7

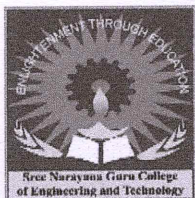
Discussions:

- 1.Thefirst series examination of S3&S5 and second series examination for S7 is scheduled to be held from 4/01/2022 to 6/01/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 21/12/2021
5. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department


PRINCIPAL


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


CHIEF COORDINATOR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 21/12/2021

SNGCET/IEC/MM/04/2021

Members Present

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Ms.Bindya M C	"
5. Ms.Neha M V	"

Agenda:

- 1.First series examination of S1B.Tech&S1 M Tech

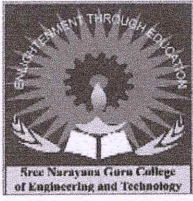
Discussions:

1. The series examination of S1&S1 M tech is scheduled to be held from 12/01/2022 to 14/01/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 4/01/2022
5. Basic rules and regulations of the examination were decided to read in the examination hall
6. Separate answer scripts will be distributed for combined basic subjects
7. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

CHIEF COORDINATOR

PRINCIPAL

DR. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

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INTERNAL EXAM CELL

Minutes of the Meeting held on 28/01/2022

SNGCET/IEC/MM/05/2022

Members Present

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

- 1.Second series examination of S3,S5&S3 M.Tech

Discussions:

1. The second series examination of S3&S5 is scheduled to be held on 11/02/2022, 14/02/2022 and 15/02/2022 and the second series test for third semester M Tech will be held on 11/02/2022 & 14/02/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 4/02/2022
5. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

CHIEF COORDINATOR

PRINCIPAL

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SREE NARAYANA GURU COLLEGE OF
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KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 4/02/2022

SNGCET/IEC/MM/06/2022

Members Present

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

- 1.Second series examination of S1

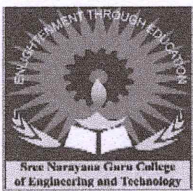
Discussions:

1. The second series examination of S1& is scheduled to be held on 18/02/2022
21/02/2021 and 22/02/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 14/02/2022
5. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

CHIEF COORDINATOR

PRINCIPAL

Dr. LEENA A. V.
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SREE NARAYANA GURU COLLEGE OF
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SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 21/03/2022

SNGCET/IEC/MM/07/2022

Members Presented

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

- 1.First series examination of S8

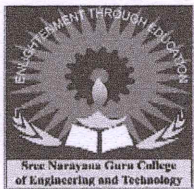
Discussions:

1. The series examination of S8 is scheduled to be held from 11/04/2022 to 12/04/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 4 /04/2022
5. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

CHIEF COORDINATOR

PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 23/05/2022

SNGCET/IEC/MM/08/2022

Members Presented

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

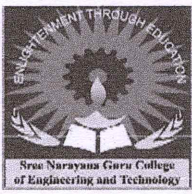
- 1.First series examination of S2,S4,S6 and S2 M.Tech

Discussions:

1. The first series examination S2,S4,S6 and S2 M.Tech is scheduled to be held from 03/06/2022,06/06/2022 & 7/06/2022
2. Timetable for the examination were discussed and finalized
3. Seating arrangement was decided to be arranged in the department block.
4. Last date of question paper submission to the cell is 01/06/2022
5. The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

[Signature]
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

[Signature]
CHIEF COORDINATOR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 16/05/2022

Members Presented

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

- 1.Second series examination of S8

Discussions:

- 1.The series examination of S8 is scheduled to be held from 26/05/2022 to 27/05/2022
- 2.Timetable for the examination were discussed and finalized
- 3.Seating arrangement was decided to be arranged in the department block.
- 4.Last date of question paper submission to the cell is 20 /05/2022
- 5.The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

CHIEF COORDINATOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

(PROMOTED BY SREE BHAKTHI SAMVARDHINI YOGAM, KANNUR)
CHALAKODE P.O., PAYYANUR, KANNUR-670307, KERALA

INTERNAL EXAM CELL

Minutes of the Meeting held on 28/06/2022

Members Presented

1. Mr.Rajeesh P	Chief Coordinator
2. Mr.Manu C	Coordinator
3. Ms.Bushra Abdulla N T	"
4. Mr.Premanad C	"
5. Ms.Bindya M C	"
6. Ms.Neha M V	"

Agenda:

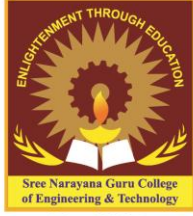
- 1.Second series examination of S2,S4&S6

Discussions:

- 1.The second series examination of S2,S4&S6 is scheduled to be held on 05/07/2022 to 07/07/2022
- 2.Timetable for the examination were discussed and finalized
- 3.Seating arrangement was decided to be arranged in the department block.
- 4.Last date of question paper submission to the cell is 30/06/2022
- 5.The result publication should be done within three days after the commencement of series examination. And the department coordinators are advised to inform the same in the corresponding department

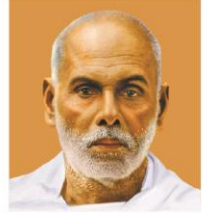
CHIEF COORDINATOR

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



Sree Narayana Guru College of Engineering & Technology

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



2019-2020



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 5/08/2019

SNGCET/IEC/MM/01/2019

Members Present;

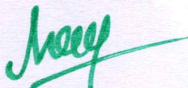
- | | |
|---------------------------|-------------------|
| 1. Ms.ShilpaValsakumar | Chief Coordinator |
| 2. Mr.AkhilMadhusoodhanan | |
| 3. Ms PrabhaChandran | “ |
| 4. Mr.Sujith D“ | |
| 5. Ms Roshni V V | “ |
| 6. Ms Bindiya M C | “ |

Agenda:

1. Rules and Responsibilities

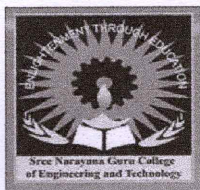
Discussion:

1. Chief coordinator welcomed the members ,briefed about the rules and responsibilities of the cell to the members.
2. The exam duration is 1 hours 30 minutes and student will be allowed to move out of the hall only after an hour.
3. Department coordinators are responsible to ensure that timetable, invigilation duty list are shared to their department groups prior the examination and question papers are submitted to the cell on time.
4. Register of the cell should be maintained ,including the answer booklet collection.


PRINCIPAL


SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR


CHIEF COORDINATOR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 23/08/2019

SNGCET/IEC/MM/02/2019

Members Present;

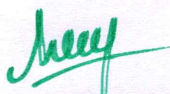
- | | |
|----------------------------|-------------------|
| 1. Ms.Shilpa Valsakumar | Chief Coordinator |
| 2. Mr.Akhil Madhusoodhanan | |
| 3. Ms Prabha Chandran | “ |
| 4. Mr.Sujith D | “ |
| 5. Ms Roshni V V | “ |
| 6. Ms Bindiya M C | “ |

Agenda:

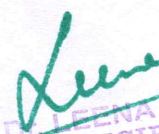
1. First series examination of S3,S5,S7,S1

Discussion:

1. The series examination of S3,S5,S7,S1 are scheduled to be held from 18/09/2019 - 20/09/2019.
 2. Timetable for the examination was discussed and finalised .
 3. Seating was decided to be arranged in the department block.
 4. The last date of submission of question papers to the cell is 13/09/2019.
 5. The publication of series exam results must be within 3 working days .
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL


CHIEF COORDINATOR


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 22/10/2019

SNGCET/IEC/MM/03/2019

Members Present;


- | | |
|-----------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Akhil Madhusoodhanan | |
| 3. Ms. Prabha Chandran | “ |
| 4. Mr. Sujith D | “ |
| 5. Ms. Roshni V V | “ |
| 6. Ms. Bindiya M C | |

Agenda:

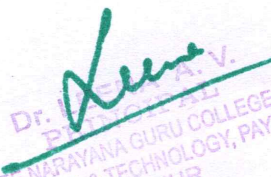
1. Second series examination of S3, S5, S7, S1, M.Tech S3

Discussion:

1. The series examination of S3, S5, S7, S1, M.Tech S3 are scheduled to be held from 28/10/2019 to 30/10/2019
 2. Basic rules and regulations of the examination were decided to be read out in the examination hall.
 3. Timetable for the examination was discussed and finalised.
 4. Seating was decided to be arranged in department block.
 5. The last date of submission of question papers to the cell is 25/10/2019
 6. Separate answer scripts should be distributed for combined basic subject.
 7. The publication of series exam results must be within 3 working days.
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL


CHIEF COORDINATOR


Dr. P. V. V. V.
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY**



INTERNAL EXAM CELL

Minutes of the Meeting held on 04/03/2020

SNGCET/IEC/MM/04/2020

Members Present;

- | | |
|---------------------------|-------------------|
| 1. Ms.ShilpaValsakumar | Chief Coordinator |
| 2. Mr.AkhilMadhusoodhanan | |
| 3. Ms PrabhaChandran | “ |
| 4. Mr.Sujith D | “ |
| 5. Ms Roshni V V | “ |
| 6. Ms Bindiya M C | |

Agenda:

First series examination of S4,S6,S8

Discussion:

1. The series examination of S4,S6,S8 are scheduled to be held from 09/03/2020 - 11/03/2020.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the department block .
4. The last date of submission of question papers to the cell is 6/03/2020.
5. The publication of series exam results must be within 3 working days .
Coordinators were asked to inform the same in the department groups.

May
PRINCIPAL

CHIEF COORDINATOR

[Signature]

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 09/03/2020

SNGCET/IEC/MM/05/2020

Members Present;

- | | |
|-----------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Akhil Madhusoodhanan | |
| 3. Ms. Prabha Chandran | “ |
| 4. Mr. Sujith D | “ |
| 5. Ms. Roshni V V | “ |
| 6. Ms. Bindiya M C | |

Agenda:


First series examination of S2, M Tech S2

Discussion:

1. The series examination of S2, M Tech S2 are scheduled to be held on 11/03/2020-13/03/2020.
 2. Timetable for the examination was discussed and finalised.
 3. Seating was decided to be arranged in the department block.
 4. The last date of submission of question papers to the cell is 09/04/2020.
 5. The publication of series exam results must be within 3 working days.
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL

CHIEF COORDINATOR




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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 25/04/2020

SNGCET/IEC/MM/06/2020

Members Present;

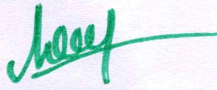
- | | |
|---------------------------|-------------------|
| 1. Ms.ShilpaValsakumar | Chief Coordinator |
| 2. Mr.AkhilMadhusoodhanan | |
| 3. Ms PrabhaChandran | " |
| 4. Mr.Sujith D | " |
| 5. Ms Roshni V V | " |
| 6. Ms Bindiya M C | |

Agenda:

1. Reschedule First series examination of S2,S4,S6,S8,S2 M Tech

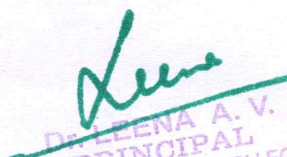
Discussion:

1. The series examination of S2,S4,S6,S8 are rescheduled to be held from 04/05/2020 -06/05/2020.
 2. Timetable for the examination was discussed and finalised .
 3. Decided to conduct exam in online mode due to corona .
 4. The last date of submission of question papers to the cell is 01/05/2020.
 5. Answer scripts should be send within 15 min after the exam.
 6. The publication of series exam results must be within 3 working days .
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL

CHIEF COORDINATOR




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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 29/05/2020

SNGCET/IEC/MM/07/2020

Members Present;


- | | |
|-----------------------------|-------------------|
| 1. Ms. Shilpa Valsakumar | Chief Coordinator |
| 2. Mr. Akhil Madhusoodhanan | |
| 3. Ms Prabha Chandran | " |
| 4. Mr. Sujith D | " |
| 5. Ms Roshni V V | " |
| 6. Ms Bindiya M C | |

Agenda:

Second series examination of S2, S4, S6, S8, S2 M Tech

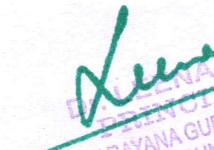
Discussion:

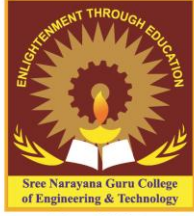
- 1 The series examination of S2, S4, S6, S8 are rescheduled to be held from 06/06/2020 - 08/06/2020.
 - 2 Timetable for the examination was discussed and finalised.
 - 3 Decided to conduct exam in online mode due to corona.
 - 4 The last date of submission of question papers to the cell is 03/06/2020.
 - 5 Answer scripts should be send within 15 min after the exam.
 - 6 The publication of series exam results must be within 3 working days.
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL

CHIEF COORDINATOR

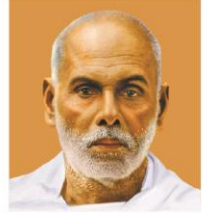



SREENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR



Sree Narayana Guru College of Engineering & Technology

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



2018-2019



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY.

INTERNAL EXAM CELL

Minutes of the Meeting held on 04 /09/2018

SNGCET/IEC/MM/01/2018

Members Present;

1. Prof Bhanumathi Arunachalam
2. Ms Divya S P
3. Ms Sruthi Das K K
4. Mr Lipin k
5. Ms Prabha Chandran
6. Ms Sreesha Govind
7. Ms. Aiswarya


Chief Coordinator
Coordinator
“
“
“


Agenda:

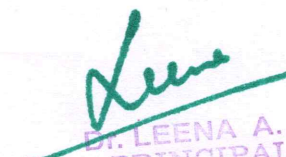
1. Rules and Responsibilities

Discussion:

1. Chief coordinator welcomed the members ,briefed about the rules and responsibilities of the cell to the members.
2. Department coordinators are responsible to ensure that timetable, invigilation duty list are shared to their department groups prior the examination and question papers are submitted to the cell on time.
3. Register of the cell should be maintained ,including the answer booklet collection.


PRINCIPAL


CHIEF COORDINATOR


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 04/09/2018

SNGCET/IEC/MM/02/2018

Members Present;

- | | |
|--------------------------------|-------------------|
| 1. Prof Bhanumathi Arunachalam | Chief Coordinator |
| 2. Ms Divya S P | Coordinator |
| 3. Ms Sruthi Das K K | " |
| 4. Mr Lipin k | " |
| 5. Ms Prabha Chandran | " |
| 6. Ms Sreesha Govind | |
| 7. Ms. Aiswarya | |

Agenda:

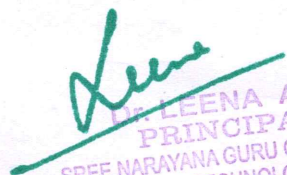
1. First series examination of B Tech S1,S3,S5,S7 and M Tech S1,S3.

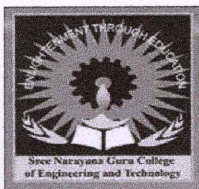
Discussion:

1. The first series examination of BTech S1,S3,S5,S7and MTech S1,S3are scheduled to be held from 27/09/2018 - 29/09/2018.
 2. Timetable for the examination was discussed and finalised .
 3. Seating was decided to be arranged in the department block.
 4. The last date of submission of question papers to the cell is 20/09/2018.
 5. The publication of series exam results must be within 3 working days.
- Coordinators were asked to inform the same in the department groups.


PRINCIPAL


CHIEF COORDINATOR


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 24/10/2018

SNGCET/IEC/MM/03/2018

Members Present;

1. Prof Bhanumathi Arunachalam	Chief Coordinator
2. Ms Divya S P	Coordinator
3. Ms Sruthi Das K K	"
4. Mr Lipin k	"
5. Ms Prabha Chandran	"
6. Ms Sreesha Govind	
7. Ms. Aiswarya	"

Agenda:

1. Second series examination of BTech S1,S3,S5,S7 and MTech S1,S3.

Discussion:

1. Second series examination of BTech S1,S3,S5,S7 and M Tech S1,S3 are scheduled to be held on 07/11/2018 - 09/11/2018.
 2. Timetable for the examination was discussed and finalised .
 3. Seating was decided to be arranged in the department block and drawing hall.
 4. The last date of submission of question papers to the cell is 01/11/2018.
 5. The publication of series exam results must be within 3 working days .
- Coordinators were asked to inform the same in the department groups.

[Signature]
PRINCIPAL

[Signature]
24/10/2018
CHIEF COORDINATOR

[Signature]
Dr. SREENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAPPANUR
KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 18/02/2019

SNGCET/IEC/MM/04/2019

Members Present;

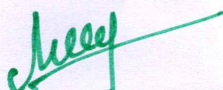
- | | |
|--------------------------------|-------------------|
| 1. Prof Bhanumathi Arunachalam | Chief Coordinator |
| 2. Ms Divya S P | Coordinator |
| 3. Ms Sruthi Das K K | " |
| 4. Mr Lipin k | " |
| 5. Ms Prabha Chandran | " |
| 6. Ms Sreesha Govind | |
| 7. Ms. Aiswarya | |


Agenda:

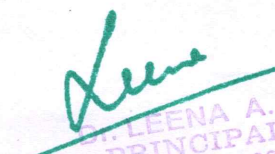
First series examination of B Tech S2,S4,S6,S8 and M Tech S2,S4.

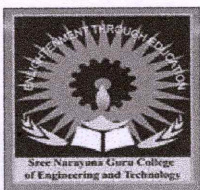
Discussion:

1. First series examination of BTech S2,S4,S6,S8 and M Tech S2,S4 are scheduled to be held on 28/02/2019 - 05/03/2019.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the department block and drawing hall.
4. The last date of submission of question papers to the cell is 25/02/2018.
5. The publication of series exam results must be within 3 working days . Coordinators were asked to inform the same in the department groups.


PRINCIPAL


CHIEF COORDINATOR


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

INTERNAL EXAM CELL

Minutes of the Meeting held on 20/03/2019

SNGCET/IEC/MM/05/2019

Members Present;

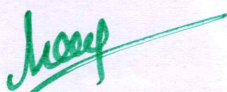
- | | |
|--------------------------------|-------------------|
| 1. Prof Bhanumathi Arunachalam | Chief Coordinator |
| 2. Ms Divya S P | Coordinator |
| 3. Ms Sruthi Das K K | “ |
| 4. Mr Lipin k | “ |
| 5. Ms Prabha Chandran | “ |
| 6. Ms Sreesha Govind | |
| 7. Ms. Aiswarya | |

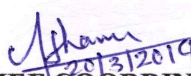
Agenda:


Second series examination of B Tech S2,S4,S6,S8 and M Tech S2,S4.

Discussion:

1. Second series examination of B Tech S2,S4,S6,S8 and M Tech S2,S4. are scheduled to be held on 11/04/2019 - 13/04/2019.
2. Timetable for the examination was discussed and finalised .
3. Seating was decided to be arranged in the department block and drawing hall.
4. The last date of submission of question papers to the cell is 08/04/2018.
5. The publication of series exam results must be within 3 working days . Coordinators were asked to inform the same in the department groups.


PRINCIPAL


CHIEF COORDINATOR


PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR