

Jyothi Engineering College

NAAC Accredited college with *B* Accredited programme

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YOUTH HILLS VETRIKATHAL PO. CHERUTHURUTHY, TRIPUNITHURU PIN-679531 PH: 4884 354000, 374223 FAX: 38864 374227
NRA Accredited B Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering,
Electrical & Electronics Engineering and Mechanical Engineering valid for Academic Years 2016-2017 to 2018-2019
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Minutes of Internal Exam Cell (~~2019-20~~²⁰⁻²¹) Held on 10th NOVEMBER 2021

A meeting of Internal Exam Cell was convened on 10th November 2021 at examination cell at 2:00 pm

The meeting of Internal Exam Cell (2020-21) was presided over by Ms. Aswathy Wilson, Convener of Internal Exam Cell. She welcomed all the Dept. coordinators.

After the two years of gap it is decided that to conduct the internal examination in offline mode as per the guidelines from University.

The in-charges of various duties already assigned to continue the same in this academic year.



Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



Aswathy Wilson

Convener

1 Anantha Wilham. AP, ME

Convener

Anantha Wilham

2 Anto Zacharias. AP, ME

Member

Anto Zacharias

MSK

3 John Chennambattu. AP, ME

Member

4 Kapil Das. AP, IT

Member

Kapil Das

5 ... AP, MR

Member

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6 ... AP, IT

Member

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7 ... AP, INE

Member

[Signature]

8 ... AP, IT

Member

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9 ... AP, ME

Member

[Signature]

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ACTION TAKEN REPORT

As per the decision taken in the meeting held on 10th November 2021, the internal examination was conducted in offline mode as per the guidelines from the university on 15th December 2021.



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Meeting minutes of Exam Cell convened on 05.04.2022

meeting of Exam cell was conducted on 05th April 2022 to discuss about the conduct of Semester examinations.

The meeting started with a silent prayer. Dr. Jose P Therattil welcomed the members to the meeting.

The following consensus were taken:

Instructed the members to report the exam cell while collecting the answer sheets after examination.

Members requested to put more invigilators for university examinations as in some cases there was no reliever during examination.

Members suggested to separate internal and external exam duties otherwise the workload of some faculty members increases.

Controller congratulated all members for their efforts.

Meeting ends at 4:00 pm.


Controller



Dr. JOSE P THERATTIL
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Controller

Exams cell meeting 05.04.2022
at 3.30 pm.

1. Dr. Jose P Therattil Joratti
2. Rich K. J. R
3. Soumya. C Soumya
4. Nisha Sherief N
5. Neeraja. P G Neeraja
6. LIPISHA M K Lipisha
7. Parvathy Jyothi Parvathy
8. Suganthini. T Suganthini
9. KAPILDAS K. J K


Joratti
Dr. JOSE P THERATTIL
Principal
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Meeting of Exam cell was held on 24.06.2022 to review the work and seek suggestions from the members. The meeting started with a silent prayer and Dr. Jose Therattil (CoE) welcomed the members to the meeting.

After discussion the following consensus were taken.

1. All the members are instructed to take the duty assigned to the members with most care as some mistakes are reported from the invigilators. The members needed help the matter will be intimated prior to CoE so as to make arrangements.
2. Members express their concern regarding the workload during the internal examination and requested to schedule 2 internal examination in a day so that class arrangements is avoided and the members ensure their presence in examination cell.
3. It was decided to rearrange the duty and Ms. Suganthi is deputed for this.
4. Discussed the complaint of faculty members while putting invigilation. The CoE remind that university examination is mandatory for the staff members
5. CoE appreciated the effort of the members and ensure his support.

Meeting come to an end at 2.00 pm by vote of thanks by Ms. Suganthi


25/6/22

Deputy Controller

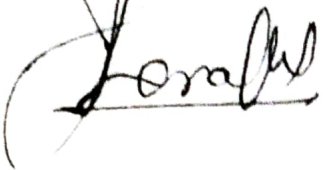
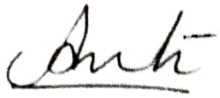

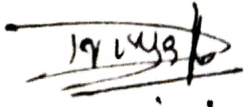
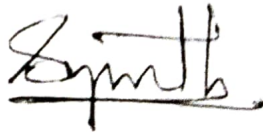



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EXAM CELL MEETING

DATE: 24/6/22

Members Present

1. Dr. Jose. P. Therattil 
2. ANTO ZACHARIAS 
3. Soumya. C 
4. DRISYA M.K 
5. Srejanthi. T 
6. Neesaya. P. N 


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ACTION TAKEN REPORT

ORDER

As per the decisions in the meeting of the Examination Cell held on 24.06.2022, it was decided to rearrange the duty of the members of the cell with effect from 01st July 2022. The duty allocation is as follows:

| Sl No | Name of Faculty member | Types of Duty |
|-------|------------------------|--------------------------------------|
| 1 | Ms. Soumya C (EE) | Seating of students |
| 2 | Mr. Anto Scaria (ME) | |
| 3 | Ms. Drisya M.K (EC) | Barcode and attendance |
| 4 | Ms Parvathy (CSE) | |
| 5 | Ms Neeraja (CE) | Timetable, duty list and stock |
| 6 | Mr. Rich K J(BSH) | |
| 7 | Mr. Kapil Das (EE) | Question paper, packing and despatch |
| 8 | Ms Suganthi (BSH) | |

All the members are requested to accept the assignment and contribute to the effective functioning of the examination cell.

Note Collection and distribution of answersheets during internal examination is the collective responsibility of all the members

Controller of Examinations

Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthur