



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri -574225, Mangalore Taluk, D.K

Ref. No. AIET / EXAM / 2022-2023 / 002

Date: 19/09/2022

Circular

It is hereby informed to all the staffs (Teaching and Non-Teaching) of the Institute that an *Examination Committee* is formulated for the Academic year 2022-23 to ensure effective execution of Examination related activities. The committee comprises of the following faculties as its member, and the Chief Examination Management System (EMS) Coordinator as convener of the committee.

Sl.#	Name of the Committee Member	Designation	Contact Number	E-Mail
1.	Prof. Harish Kunder, HOD, Dept. of AIML	Convener	9880980901	emscoordinator@aiet.org.in
2.	Dr. Vishnu Prasanna, Dept. of MBA	Member	9449568968	drvapk@gmail.com
3.	Prof. Sharathchandra Prabhu, Dept. of ME	Member	8073758795	scprabhu@gmail.com
4.	Prof. Rizawan, Dept. of CSE	Member	9481206258	rizwanshaikh@aiet.org.in
5.	Prof. Ramesh Rao, Dept. of Civil Engg.,	Member	9844263768	civilemsalvas@gmail.com
6.	Prof. Mohan Rao, Dept. of ECE	Member	8073500524	mohanraokb@gmail.com
7.	Prof. Pradeep Nayak, Dept. of ISE	Member	9964045371	pradeep@aiet.org.in
8.	Prof. Kiran Raj K M	Member	7760598078	kiranraj@aiet.org.in
9.	Dr. Shashikumar, Dept. of AGE	Member	9113019074	hodage@aiet.org.in
10.	Prof. Venugopal Rao, Dept. of CSD	Member	9844361289	aietcsd08@aiet.org.in

IOAC Chairman
PRINCIPAL

Alva's Institute of Engg. & Techno
Mijar, MOOBBIDRI - 574 22

CC,

1. Principal Office,
2. Chief EMS Coordinator
3. All the member faculties of the Exam Committee
4. Deans/ Heads of the Department
5. Administrative Officer
6. Examination Section



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It is hereby informed to all the members of the EXAMINATION COMMITTEE to attend the meeting on 21 September 2022 at 11:00 AM to discuss the preparedness for the academic year 2022-23

Venue: Room No. 205, Academic Block - I

KMS
19/09/2022
Chief EMS Coordinator

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Date: 21/09/2022

Minutes of Meeting

Date & Time : 21 September 2022, 11:00 AM

Venue: Room No. 205, Academic block-I

Members attended:

Sl.#	Name	Designation
1.	Prof. Harish Kunder, Dept. of CSE	Convener
2.	Dr. Vishnu Prasanna, Dept. of MBA	Member
3.	Prof. Sharathchandra Prabhu, Dept. of Mechanical Engg.,	Member
4.	Prof. Pradeep Nayak, Dept. of ISE	Member
5.	Prof. Rizawan, Dept. of CSE	Member
6.	Prof. Ramesh Rao, Dept. of Civil Engg.,	Member
7.	Prof. Mohan Rao, Dept. of ECE	Member
8.	Prof. Kiran Raj K M	Member
9.	Dr. Shashikumar, Dept. of AGE	Member
10.	Prof. Venugopal Rao, Dept. of CSD	Member

Agenda of the meeting:

- Roles and responsibilities of Examination committee members.
- Process of Filing Student resume for I semester students, student registration, Revaluation application, Examination application, Hall ticket generation, IA marks etc.,
- Faculty Registration / Updating faculty profile / Deleting Faculty profile in the VTU portal.
- Student grievances related to Examination process.
- Student scholarship.
- Any other matter with the permission of the chair.

Discussions held:

- Chair welcomes all members.
- Chair briefed about functioning of the examination committee & roles and responsibilities of its members.
- Members discussed modalities of registration for obtaining University Seat Number (USN), Examination application, Hall ticket generation, IA marks entry, Revaluation application, Faculty Registration, Scholarship etc.
- Chair briefed the effective roles of members to resolve exam related grievances of students.
- Chair instructed to maintain the following documents for smooth implementation EMS related activities



1. Circular to the students regarding examination related grievance redressal procedure.
2. Recording the student grievances in the Register Book and collect it in written format.
3. VTU Circular – Registrar(R) and Registrar Evaluation (RE) circulars.
4. Documents related to Student Registration (online data entry related issues, duplication of student data, name correction, etc.,) shall be maintained. Grievances related to the Student Registration are to be brought to the notice of Chief EMS Coordinator within 2 days from the date of VTU Notification.
5. Prepare the list of students having backlog subjects immediately after the announcement of the results.
6. Documents related to Revaluation (RV) / Photocopy (PC) viz., Student Applications, Consolidated report of RV / PC applied students and Fees report. The Departmental EMS Coordinator and HOD shall verify that the data entered in the RV / PC application by the student are right. Grievances related to the RV / PCs are to be brought to the notice of Chief EMS Coordinator within 2 days from the date of VTU Notification.
7. Prepare the list of students having backlog subjects immediately after the announcement of the RV results.
8. Documents related to Examination Application viz, Student application, consolidated report of student applied for examination and Fees report are to be maintained. The Departmental EMS Coordinator and HOD shall verify that the data entered in the Examination application by the student is matching with item number (7). Grievances related to the Examination Application are to be brought to the notice of Chief EMS Coordinator within 3 days from the date of VTU Notification.
9. The Departmental EMS Coordinator and HOD shall verify that the subject codes generated in the Hall Ticket are correct and shall ensure hall ticket is generated for all the eligible students. Grievances related to the Generation of Hall ticket are to be brought to the notice of Chief EMS Coordinator immediately after the generation of Hall tickets.
10. Examination Time Table, A-Form & B-Form are to be maintained in the Department and to be produced whenever required.
11. Attendance shortage details are to be entered on the VTU Portal as per the VTU Notification. The students who have an attendance percentage (%) of 75 to 84, at least in subjects shall justify with proper evidence viz., medical certificate, request letter etc., as per the VTU norms, the decision of the students to write the examination lies with Head of the Institution. The students who have an



attendance % <75 at least in one subjects shall be not allowed to take up the VTU examination.

12. IA Marks to be entered in the VTU Portal as per the VTU Notification. The Departmental EMS Coordinator and HOD shall ensure that IA Marks are entered for all the eligible students who have completed the process of Examination application and fulfilled the attendance requirements as per VTU norms. Further the above mentioned responsible shall bring the grievances related to IA mark entry to the notice of chief EMS coordinator immediately through written format.
 13. Documents related to practical examinations are to be maintained by the Department EMS coordinator. The HOD and Department EMS coordinator shall ensure that batch is created for all the students, those who have applied for lab exam by fulfilling IA marks and Attendance requirement as per the VTU regulation before the deadline.
 14. The Departmental EMS Coordinator and HOD shall ensure regular updating of faculty profile, creation of faculty ID for newly inducted faculty members, deletion of faculty ID, who have left the college, Inactive the Faculty ID who have not in the service at the institute. The updating of the profile and subject mapping should be regularly done by the Department EMS coordinator, failing to which the allotment to the faculty members for VTU Examination shall not take place.
 15. The Departmental EMS Coordinator and HOD shall ensure proper filing of application to student State Scholarship Portal (SSP) and record of the same be maintained.
- All the above mentioned grievances shall be communicated and redressed upon the condition that the Departmental EMS Coordinator and HOD shall seek a written letter (Application) in right format from the student and hence follow the right protocol. Further the original request letter to be submitted to Chief EMS Coordinator.
 - Further it is emphasized to prepare a softcopy of all the above mentioned documents with proper attestation and to be uploaded to the Google drive which is provided by the Chief EMS Coordinator

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KMS
21/09/2022
Chief EMS Coordinator