



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi.

Recognized by Government of Karnataka.

Accredited by NAAC with A+ Grade

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Date: 11/12/2023

Minutes of Meeting

Date & Time : 11 December 2023, 3:30 PM

Venue: Board Room

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 Shaikh, Dept. of CSE	Member
6.	Prof. Ramesh Rao, Dept. of Civil Engg.,	Member
7.	Dr. Veeraprabha, Dept. of ECE	Member
8.	Prof. Kiran Raj K M	Member
9.	Dr. Vinutha, Dept. of AGE	Member
10.	Dr. Pushparani, Dept. of CSD	Member
11.	Dr. Jose Alex Mathew, Dept. of DSE(DS)	Member
12.	Dr. Ramaprasad A T, HOD, Dept. of Physics	Member
13.	Dr. Ravi Kumar, HOD, Dept. of Chemistry	Member
14.	Dr. Prameela Kolake, HOD, Dept. of Mathematics	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.



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- 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



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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

Chief EMS