



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: 01/08/2017

## Circular

It is hereby informed to all the staffs (Teaching and Non-Teaching) of the Institute that an *Exam Committee* is formulated for the Academic year 2017-18 to ensure effective execution of Exam 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, Dept. of CSE	Convener	9880980901	emscoordinator@aiet.org.in
2.	Prof. Gurudath Somayaji, Dept. of MBA	Member	9164561606	gurudatt.hebri@gmail.com
3.	Prof. Sharathchandra Prabhu, Dept. of Mechanical Engg.,	Member	8073758795	scprabhu@gmail.com
4.	Prof. Sushanth M, Dept. of CSE	Member	9742164671	sushantm04@gmail.com
5.	Prof. Arun Kumar G S, Dept. of Civil Engg.,	Member	7892683471	civilemsalvas@gmail.com
6.	Prof. Shruthi Kumari, Dept. of ECE	Member	8123305996	shruthicoorg36@gmail.com
7.	Prof. Swapnalakshmi, Dept. of ISE	Member	9901727844	swapnabs.bhat@gmail.com

  
IQAC Chairman

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

Date: 01/08/2017

## Circular

It is hereby informed to all the members of the EXAMINATION COMMITTEE to attend the meeting on 04 August 2017 at 2:00 PM to discuss the preparedness for the academic year 2017-18

Venue: Board Room, Academic block-I

  
Chief EMS Coordinator

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# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: 04/08/2017

## Minutes of Meeting

**Date & Time :** 04 August 2017, 02:00 PM

**Venue:** Board room, Academic block-I

**Members attended:**

Sl.#	Name	Designation
1.	Prof. Harish Kunder, Dept. of CSE	Convener
2.	Prof. Gurudath Somayaji, Dept. of MBA	Member
3.	Prof. Sharathchandra Prabhu, Dept. of Mechanical Engg.,	Member
4.	Prof. Sushanth M, Dept. of CSE	Member
5.	Prof. Arun Kumar G S, Dept. of Civil Engg.,	Member
6.	Prof. Shruthi Kumari, Dept. of ECE	Member
7.	Prof. Swapnalakshmi, Dept. of ISE	Member

**Agenda of the meeting:**

- Roles and responsibilities of committee members
- Process of Filing Student resume for I semester students, student registration, Revaluation application, Examination application, Hall ticket generation, IA marks etc.,
- Student grievances related to Examination process
- Any other matter with the permission of the chair

**Discussions held:**

- Chair welcomes all members
- Chair briefed about functioning of the committee & roles and responsibilities of its members.
- Chair discussed tentative schedule internal test and Semester End examination (SEE).
- Members discussed modalities of registration for obtaining University Seat Number (USN), Examination application, Hall ticket generation, IA marks entry, Revaluation application etc.
- Chair briefed the effective roles of members to resolve exam related grievances of students.

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*KMD*  
04/08/2017  
Chief EMS Coordinator



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: 22/01/2018

## Circular

It is hereby informed to all the members of the EXAMINATION COMMITTEE to attend the meeting on 25 Jan 2018 at 10:00 AM to discuss the preparedness for the academic year 2017-18 Even Semester.

Venue: Board Room, Academic block-I

  
22/01/2018  
Chief EMS Coordinator

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# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: 25/01/2018

## Minutes of Meeting

Date & Time : 25 Jan 2018, 10:00 AM

Venue: Board room, Academic block-I

### Members attended:

Sl.#	Name	Designation
		Convener
1.	Prof. Harish Kunder, Dept. of CSE	Member
2.	Prof. Gurudath Somayaji, Dept. of MBA	Member
3.	Prof. Sharathchandra Prabhu, Dept. of Mechanical Engg.,	Member
4.	Prof. Sushanth M, Dept. of CSE	Member
5.	Prof. Arun Kumar G S, Dept. of Civil Engg.,	Member
6.	Prof. Shruthi Kumari, Dept. of ECE	Member
7.	Prof. Swapnalakshmi, Dept. of ISE	

### Agenda of the meeting:

- Review of Minutes of previous Examination Committee meeting dated 4<sup>th</sup> August, 2017
- Process of online Filing of student registration, Revaluation application, Examination application, Hall ticket generation, IA marks etc.,
- Student grievances related to Examination process
- Any other matter with the permission of the chair

### Discussions held:

- Chair welcomes all members
- Chair discussed tentative schedule internal test and Semester End examination (SEE).
- Members discussed modalities of Examination application, Hall ticket generation, IA marks entry, Revaluation application etc.
- Chair briefed the effective roles of members to resolve exam related grievances of students.

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25/01/2018  
Chief EMS Coordinator