

EXAMINATION POLICY

The Examination Cell of Sree Narayana Gurukulam College of Engineering (SNGCE) is constituted to facilitate and monitor the conduct of end semester examination, and the conduct of internal series examination in a smooth manner.

1. Objectives

- To maintain SNGCE to be an examination centre recognized by APJ Abdul Kalam Technological University (KTU) for conducting examination
- To conduct the end semester and internal series examinations in accordance with the requirements of KTU.
- To facilitate valuation of internal examinations
- To maintain confidentiality in conducting the examination and valuation.
- To bring out awareness among the students against malpractices in examinations..

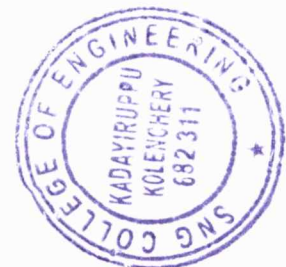
2. Procedure

- Publish/circulate the examination related orders/circulars, including the dates for registration of examinations by the students, received from KTU
- Follow up with departments in SNGCE to ensure that students apply for the relevant examinations and pay the fees within the date stipulated by KTU
- Publish examination time table received from KTU
- Ensure that sufficient number of answer booklets for examination are arranged in advance in SNGCE
- Assign invigilation duty and circulate the list of invigilators to the concerned faculty members
- Oversee the conducting of the end semester examinations and internal series examination in SNGCE
- Report the cases of malpractices in SNGCE, if any, to KTU
- Issue answer booklets of internal examinations to the respective faculty members
- Address the grievances on exam related issues from the students and faculty members.

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3. Roles and Responsibilities of Exam Cell

- Oversee and monitor the conduct of examination and valuation
- Advise the Controller of Examination on matters related to examination
- Monitor the duties of observers, invigilators and examiners
- Facilitate observers to perform their duties
- Conduct enquiry on malpractice cases and forward reports APJ Abdul Kalam Technological University
- Examine and recommend actions on complaints regarding conduct of examination and valuation by faculty or students.
- Convene meetings of the committee and meeting of Chairmen and Chief examiners with the permission of Principal, as and when required for the execution of duties.

4. Tenure of the Examination Cell

- Three year, but may be modified if necessary.

5. Periodicity of the Meeting

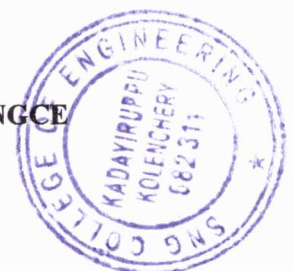
- As may be decided from time-to-time; however at least one meeting to be conducted in an academic year

6. Examination Grievance's Redressal Policy

The institute follows the regulations of the affiliated university APJ Abdul Kalam Technological University, Kerala for conducting the University examinations for B.Tech, M.Tech, MBA and MCA programs. Students can apply to the University through university portal to present their grievances. Students can have the freedom to apply for revaluation of answer papers after paying the prescribed fees. Grievances like complaints on appearance of out of syllabus questions, mass failures etc. can be represented to University through proper channels and the University will take corrective action. The norms and guidelines for conduct of examinations and announcement of results are available at the University website. Students can send email to University on any complaints related to examinations. The University takes necessary actions to resolve the issue. The University has published a clear examination handbook, which contains all examination procedures, and is available to students.

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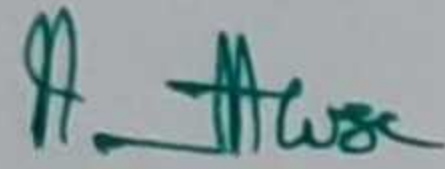
SNGCE/AD/B-1/FL041

01/08/2018

CIRCULAR

The Examination Cell of our institution is re – constituted w.e.f 01/08/2018.

- | | |
|--|------------|
| 1. Mr. Shyju Y., Associate Professor, ECE | - Convener |
| 2. Ms. Preetha Prabhakaran, Associate Professor CE | - Member |
| 3. Ms. Jayashree K.S, Associate Professor ME | - Member |
| 4. Ms. Saritha Sathyan , Associate Professor EE | - Member |
| 5. Mr. Jeevan K.M. , Associate Professor ECE | - Member |
| 6. Ms. Sangeetha Srinivas, Associate Professor CSE | - Member |
| 7. Mr. Pramod K.B., Assistant Professor NASB | - Member |



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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

01/08/2019

CIRCULAR

The examination Cell of our institution is re – constituted w.e.f 01/08/2019.

1. Mr. Shyju Y., Assoc. Prof., ECE – Convener
2. Mr. Rajeshkumar R., Associate Professor., ME - Member
3. Ms. Indu K. Simon., Associate Professor., EEE – Member
4. Ms. Nimmi M.K., Asst. Prof., CSE - Member
5. Ms. Jeena Mathew, Asst. Prof., CE – Member
6. Ms. Deepthi V.S., Asst. Prof., S&H - Member


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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

03/10/2020

CIRCULAR

The examination Cell of our institution is re – constituted w.e.f 03/10/2020.

1. Mr. Shyju Y., Assoc. Prof., ECE – Convener
2. Mr. Rajeshkumar R., Associate Professor., ME - Member
3. Ms. Indu K. Simon., Associate Professor., EEE – Member
4. Ms. Binu P., Assoc. Prof., CE – Member
5. Ms. Nimmi M.K., Asst. Prof., CSE – Member
6. Ms. Lisha Kurian, Asst. Prof., CSE
7. Ms. Deepthi V.S., Asst. Prof., S&H - Member


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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No. SNGCE/AD/B-3/FL003/21-22

22/10/2021

CIRCULAR

The following academic bodies of our institution are re – constituted w.e.f 22/10/2021.

1. Examination Cell

1. Mr. Shyju Y., Assoc Professor, ECE
2. Ms. Indu K Simon, Asst Prof.- EE
3. Ms. Deepthi V.S, Asst Prof.- S&H
4. Ms. Lisha Kurian, Asst Prof.- CSE
5. Ms. Meenu Prakash, Asst Prof.- CE
6. Mr. Salman Shah Shamsudheen K, Asst Prof.- ME
7. Ms. Resmi P L, Asst Prof.- ECE
8. Ms. Bincy V , Asst Prof.- NASB


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No. SNGCE/AD/B-3/FL003/22-23

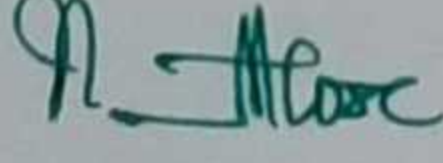
25/09/2022

CIRCULAR

The Examination Cell of our institution are re – constituted w.e.f 25/09/2022.

I. Examination Cell

1. Mr. Shyju Y., Assoc Professor, ECE
2. Ms. Indu K Simon, Asst Prof.- EE
3. Ms. Deepthi V.S, Asst Prof.- S&H
4. Ms. Lisha Kurian, Asst Prof.- CSE
5. Ms. Meenu Prakash, Asst Prof.- CE
6. Mr. Salman Shah Shamsudheen K, Asst Prof.- ME
7. Ms. Resmi P L, Asst Prof.- ECE
8. Ms. Bincy V , Asst Prof.- NASB


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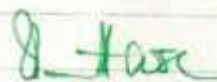
The meeting of the examination cell for the even semester (JAN 2018 - JUNE 2018) is held on 12/01/18 at examination cell presided by the examination controller.

The decisions taken in the meetings are given below.

1. It is decided to conduct the semester internal examination as per the semester plan.

The members present.

1. Sheffer T. 
2. Ms. Binu P. 
3. Mr. Jyo Varthun. 
4. Ms. Nimmi M. K. 
5. Ms. Inela K. Simon 
6. Mr. Eray Mangalath. 
7. Ms. Greethika. 



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The meeting of the examination cell for the odd semester (Aug 2017 - Dec 2017) is held on 10/08/2018 at examination cell presided by the examination controller.

The decisions taken in the meeting are given below.

1. It is decided to conduct the internal examinations of the semester as per the semester plan.

2. It is decided to change the answer book to old answer sheet scheme, with additional sheet.

The members present

1. Mr. Shyca Y.
2. Ms. Biney P.
3. Mr. Jyo Varshu
4. Ms. Nimmi M.K.
5. Ms. Indu K. Simon
6. Mr. Elroy Mangathath
7. Ms. Creetheela,

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The meeting of the examination cell for the even semester (JAN 2019 - JUNE 2019) is held on 11/01/19 at examination cell presided by the examination controller.

The decisions taken in the meeting are given below.

1. It is decided to conduct the examination of the semester as per the semester plan.

The members present.

1. Shyga Y. Shyga
2. Mr. Binu P. Binu
3. Mr. Jyo Jayshree Jyo
4. Ms Nimmi M.R. Nimmi
5. Ms. Indu K. Simon Indu
6. Ms. Deepthi U.S. Deepthi
7. Mr Arsal M. Arsal

K. Aravind
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




The meeting for the examination cell for the odd semester Aug 2019 - Dec 2019 is held on 10/8/19 at examination cell presided by the exam controller.


The decisions taken in the meeting are given below.

1. It is decided to conduct the internal examination as per the semester plan.

The members present.

1. Mr. Shyca Y. 
2. Ms. Bina P. 
3. Ms. Jyo Joseph 
4. Ms. Nirani M.K. 
5. Mr. Indu K. Simon 
6. Ms. Deepthi U.J. 
7. Ms. Anil M. 




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Meeting Minutes of Exam Cell

Date : 13/12/2021

A meeting of examination cell for the Odd Semester (~~Jan~~^{Nov} 2021 - ~~June~~^{April} 2022) is held on 13/12/2021, 12.30 pm at examination cell presided by the Controller of examinations.

The important suggestions and decisions taken in the meeting are given below-









1. As per the semester plan, first and second internal examinations S1, S3 and S5 and S7 classes is decided to conduct on 5/01/2022 and 21/02/2022 respectively.

R. Manoj
15/01

Principal
College of Engineering
Kozhikode, Kolenchery - 682 311



List of Members present -

1. Mr. Shyju Y 
2. Ms. Indu K Simon 
3. Ms. Deepthi V.S 
4. Ms. Lisha Kurian 
5. Ms. Meenu Prakash 
6. Mr. Salman Shah Shamsuddan 
7. Ms. Resmi P L 
8. Ms. Bincy V. 



H. H. G. S.
13.04.22

Dr. Jayaraman G. S. S. S.
College of Engineering
Kadappilappu, Kolenchery - 602 311

23/4/2022

A meeting of examination cell for the even semester (May 2022 - Sep 2022) is conducted on 23/4/2022

The important suggestions and decisions taken in the meeting are given below.

1. The first internal examination of S8 B.Tech is ~~scheduled~~^{decided} to be conducted on 21/4/2022 and the first internal exam of S2, S4 and S6 B.Tech is ~~is~~^{decided} to be conducted on 1/6/2022
2. Second internal examination of S2, S4 and S6 B.Tech is decided to be conducted from 18/7/2022 to 20/7/2022.








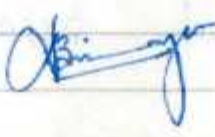


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SNO COLLEGE OF ENGINEERING
WARANGAL, INDIA

List of members present

1. Shyju Y. 
2. Indu K. Simon 
3. Deepthi V.S. 
4. Lisha Kurian 
5. Meenu Prakash 
6. Resmi P.L. 
7. Salman Shah Shamsuddeen 
8. Binny V. 

H. Alex

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Sree Narayana College
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Thiruvananthapuram

Date : 28/10/2022

A meeting of examination cell for the odd semester (Oct-2022 - Feb 2023) is conducted on 28/10/22

The important suggestions and decisions are as follows:-

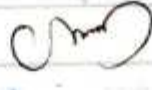

1. The first internal examination of S3, S5 and S7 B.Tech is decided to be conducted on 7/11/22 to 9/11/22.
2. Minor / Honors exams also to be conducted during the same period by the respective faculty.
3. The first internal exam of B.Tech S1 and second internal exam of S3, S5 and S7 is decided to be conducted from 12/12/22 to 14/12/22.
4. The second internal examination of B.Tech S1 is decided to conduct from 27/1/2023 to 31/01/2023.

D. A. A.

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List of Members present -

1. Shyju Y 
2. Indu K Simon IL
3. Deepthi V.S Deepthi
4. Lisha Kurian 
5. Meenu Prakash Meenu
6. Resmi P.L Resmi
7. Salman Shah Shamsuddeen ~~AS~~
8. Binicy V. Binicy



R. Anu

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Engineering & SNG College
Palakkad

Date: - 24/3/2023

A meeting of examination cell for the even semester (Feb 2023 - June 2023) is conducted on 24/3/2023.

The important decisions and suggestions are as follows.

1. The first internal examinations of Btech S4, S6 and S8 is decided to be conducted from 3/4/2023 to 5/4/2023.








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Shri. Narayana College
College of Engineering
Maddur, Bangalore



List of members present -

1. Shyju Y 
2. Indu K. Simon 
3. Lisha Kurian 
4. Meenu Prakash 
5. Resmi P. L 
6. Salman Shah 
7. Bincy V. 

R. Arora

