



# VIMAL JYOTHI ENGINEERING COLLEGE

**JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERELA**

Affiliated to APJ Abdul Kalam Technological University, Approved by AICTE  
ISO 9001 : 2015 Certified | Accredited by Institution of Engineers (India), NBA, NAAC  
Ph: 0490 2212240, 2213399 Email: office@vjec.ac.in Website: www.vjec.ac.in

NAAC Cycle 2

Criterion: 2.5.1

## INTERNAL EXAM CELL CONSTITUTION

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## INTERNAL EXAMINATION CELL CONSTITUTION





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NAAC Cycle 2

Criterion: 2.5.1

- Internal examination cell has been constituted at the college level for the smooth conduct of exams.
- An IQAC team has been constituted for scrutinizing the question paper.

### Internal Exam Cell Duty Allocation

Question paper printing	Ms.Lekshmy S Ms.Divya K
Seating Arrangement	Ms.Bindu Sebastian
Duty allocation	Ms.Anusha Chacko
Distribution and Collection of answer scripts to invigilators (before & after exam)	Ms.Jerrin Yomas Ms.Sini Joshy Mr.Jyothish Francis Mr.Saju Augustine (Mech)
Strong room charge and answer scripts distribution to faculty	Ms.Jerrin Yomas (Custodian of strong room) Mr.Jyothish Francis
Overall Coordination	Ms.Lekshmy S

### INTERNAL EXAM CELL DUTY ALLOCATION





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VJ/156/A

10.10.2023

## NOTICE

### **Sub: IQAC team for the scrutiny of internal exam question papers-reg.**

The following faculty members are assigned with the responsibility of scrutiny of the internal exam question papers pertaining to their respective departments.

Sl. No	Name of the faculty member	Department
1.	Mr. Rijin K	CSE
2.	Mr. Mejo Francis	ME
3.	Ms. Lekshmi S	ECE
4.	Mr. Shinu M M	AEI
5.	Dr. Teena George	EE
6.	Fr. Tony K Chackochan	CE
7.	Mr. George K V	Mathematics
8.	Mr. Shijith Thomas	Chemistry
9.	Mr. Jomy Jose	Physics

### **Distribution:**

1. The Manager
2. The Bursar For kind information
3. The Asst. Manager
4. All HOD's

  
Principal

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**IQAC team Constitution at college level**

