

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS**  
**Kilimanoor, Thiruvananthapuram**  
**“A Unit of Vidya International Charitable Trust”**

Reconstitution of Examination Cell for Kerala University–Orders Issued

Order No.VAST TC /GEN/ORD/37 /2019

Dt:- 06.08.2019

**ORDER**

Committee No. 27


Examination Cell Kerala University is hereby reconstituted with the following members for the academic year 2019-20

1. Rajesh G.R., Associate Professor in ECE (Chief Superintendent)
2. Ranjith M., Assistant Professor in EEE(Member)
3. Lekshmi Priya, Assistant Professor in AS(Member)
4. Kala Anas, Trade Instructor ECE (Member)
5. Shaiju R., Trade Instructor EEE(Member)

Duties and responsibilities of Examination Cell are

1. Any Circular, Guideline, Office Order, Notification received by the College are processed in the cell, reply thereof prepared and after Principal's signature dispatched to the University.
2. Examination Notices received from the University are duly served to all concerned.
3. The Notices for University indicating details regarding Fee Collection, the last date of fee Collection, modalities of payments of fine etc in association with College Office.
4. Preparation of smooth conduct of Examinations, preparation of Time table, Invigilation duty chart, Seat allotment in the Examination halls etc.
5. During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
6. After completion of examination, collection of answer books from the invigilators and preparing in the desired format to send them to University.
7. The committee may meet twice in a semester, before examination and after.



  
PRINCIPAL

Copy to

1. Director Project ,VAST TC
2. Director Finance, VAST TC
3. Members
4. All HODs
5. Network cell (for uploading in the website)