



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

EXAMINATION COMMITTEE MEMBER

2024-25

The following members constitute the EXAMINATION COMMITTEE CELL

Sl.No	NAME	DESIGNATION	POSITION
1	Dr. Manjunatha	Principal	Chairman
2	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary
3	Dr. Anandhi R J	Dean Academics	Member
4	Dr. Revathi V	Professor	Member
5	Dr. Aravinda K	Professor	Member
6	Ms. Sreeja S P	Sr. Assistant Professor & Deputy Controller of Examination	Member
7	Dr. Jayasheel Kumar K A	Sr. Assistant Professor & Deputy Controller of Examination	Member

Note: All HoDs of various Departments are Ex-officio Members of Examination Committee

CONTROLLER OF EXAMINATIONS

New Horizon College of Engineering (Autonomous)

Ring Road, Kadubisanahalli, Bellandur Post,

Near Marathalli, Bengaluru - 560 103

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE
Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS
EXAMINATION COMMITTEE
Minutes of Meeting

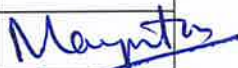
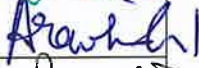
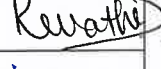
NHCE/COE/2024-25/001

Date : 03/09/2024

Venue : Office of the Controller of Examination

Time : 4:00 pm

MEMBERS PRESENT

Sl.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Agenda: 1 Review of result analysis for Even Semester 2023-24

The following points were discussed,

- The principal congratulated the team on completing the final semesters of the UG/PG A.Y 2023-24 Examinations and Supplementary Examinations Successfully.
- The Team analyzed the result analysis for Even Semester 2023-24 placed by the member Secretary.
- The members unanimously approved the result analysis for Even Semester 2023-24.
- The list of eligible students prepared as per the guidelines of VTU, was verified and approved.

Agenda: 2 Preparations for Odd sem SEE 2024-25 Examination.

The following aspects related to Odd sem SEE examination 2024-25 were discussed

- The Calendar of Events of examination department was discussed.
- The tentative dates of preparing SEE Time table, sending appointment letters to the eligible Paper Setters, Conducting BOE meeting, and declaration of SEE results were discussed.

Since there was no other matter for discussion the meeting concluded at 4.30 pm with the member secretary thanking the members present for the meeting.

Member Secretary

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS EXAMINATION COMMITTEE

Minutes of Meeting

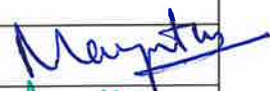
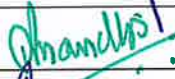
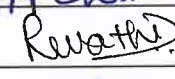
NHCE/COE/2024-25/002

Date : 17/09/2024

Venue : Office of the Controller of Examination

Time : 3:00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Agenda : Odd semester Calendar A.Y 2024-25

The following points were discussed

- The examination calendar for Odd semester 2024-25 was discussed
- The tentative dates for announcing SEE timetable, sending appointment letters to the eligible paper setter's conducting of BOE meeting and Declaration of SEE Results were discussed

The meeting concluded at 3.30 pm with the permission of the chair.


Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

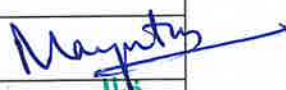
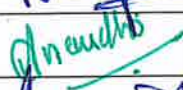
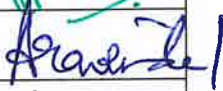
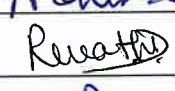
NHCE/COE/2024-25/003

Date : 07/10/2024

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Agenda: Selection of Paper setters.

The following points were discussed:

- The Panel of Question Paper setters received from the departments were verified and eligible examiners were selected by Committee.
- Documents to be sent to the paper setters were also discussed.

The above points were discussed and the meeting concluded at 4.00 pm. The member Secretary thanked the members who had attended the meeting.

Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

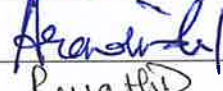
NHCE/COE/2024-25/006

Date : 18/11/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting

Agenda: Selection of Question Papers

The following points were discussed:

- Controller of Examination brought forward the ODD sem SEE timetable for UG/ prepared as per the discussion of the previous Committee meeting. The same was approved in the meeting and timetable was displayed on all department notice boards and NHCE website.

The member secretary thanked the members who had attended the meeting.

Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

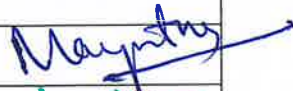
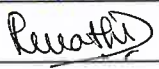
NHCE/COE/2024-25/004A

Date : 04/12/2024

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting

Agenda: PG odd semester Calendar A.Y 2024-25

The following points were discussed

- The results of Even semester 2023-24 was discussed
- The PG examination calendar for Odd semester 2024-25 was discussed and the tentative dates of preparing SEE Time table, sending appointment letters to the eligible Paper Setters, Conducting BOE meeting, and declaration of SEE results were discussed.

The member secretary thanked the members who had attended the meeting.


Member secretary
Examination Committee

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

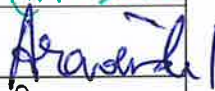
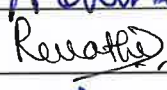
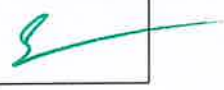
NHCE/COE/2024-25/005

Date : 23/12/2024

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi Sankar	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

Agenda: Selection of Paper setters for PG.

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

The following points were discussed:

- The Panel of Question Paper setters received from the departments were verified and eligible examiners were selected by Committee.
- Documents to be sent to the paper setters were also discussed.

The above points were discussed and the meeting concluded at 4.00 pm. The member Secretary thanked the members who had attended the meeting.


Member Secretary
Examination Committee

Instruction to invigilators/lab Examiners

Dear Invigilators,

As we gear up for the upcoming theory examinations, please adhere to the following guidelines to ensure a smooth and fair examination process:

1. Attendance and Punctuality:

- All invigilators must report to the COE office 30 minutes before the commencement of the examination. Invigilators should check the material supplied by the Examinations section before going to the Exam Halls, for the correctness in the count of answer scripts as per the seating allotment. Bring the matter to the notice of the COE in case of any discrepancy.
- Please reach the respective examination hall 15 minutes prior to the start of the examination.

2. Verification of Students:

- Verify the hall ticket/ID card of each student before allowing entry into the examination hall. No student should be admitted without a valid hall ticket.

3. Answer Booklet Distribution:

- Hand over answer booklets to students 10 minutes before the examination, ensuring proper seating allocation.
- Do not leave used or unused answer booklets on desks. Exercise caution when distributing booklets, ensuring the correct ones for BE and Postgraduate programs.

4. Distribution of Question Papers:

- Distribute question papers to each student after verifying their Hall ticket for their eligibility of the particular course code after the second bell.

5. Forbidden Materials:

- Ensure students do not possess prohibited items such as written slips, mobile phones, programmable calculators, pouches/wallets, smartwatches, etc.

6. Signature on B-Forms:

- Obtain the signature of each student on the B-Forms after verifying the hall ticket and filled-in details on the answer booklets.
- Please do not pass on the signature sheets among the students. The invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the hall ticket, answer booklet, and signature sheet.

7. Absenteeism:

- Clearly mark absentees by rounding their USN and writing "ABSENT" in red ink only.

8. Assisting Students:

- Clarify any questions related to exam instructions but refrain from providing assistance with the content of the exam.
- Report any concerns or issues to the DCS/COE immediately.

9. Vigilance:

- Maintain continuous vigilance throughout the examination, moving within the hall to prevent indiscipline and copying.

10. Access to Examination Halls:

- Other invigilators/faculty members are not allowed to enter other examination halls without the consent of the assigned invigilator.

11. Answer Booklet Collection:

- Collect answer booklets personally from students after the examination. Do not allow them to leave the booklets on desks.
- Arrange them as per the B-Form, and hand them over to the officer-in-charge of Examinations.

12. Prevention of Unfair Means:

- Be vigilant to prevent any form of unfair means, and promptly report fraudulent cases to the COE without discrimination.
- The room invigilator will be held accountable for any student who is found guilty by a squad member.

13. Bathroom Breaks:

- Do not allow students to take bathroom breaks unless there is a medical emergency (with a medical certificate), ensuring they are accompanied by an assistant.

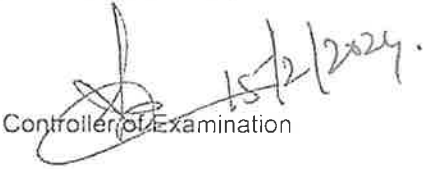
14. Forbidden Materials for Invigilators:

- Invigilators should not possess prohibited items such as written slips, mobile phones, electronic gadgets, etc., during exam duty. Strict action will be taken against violators.

15. Compulsory Examination Duty:

- Examination duty is mandatory. In case of emergencies, make alternative arrangements at least one day before the duty. Failure to do so will result in half a day's CL deduction with a warning memo.

We request your strict adherence to these instructions for the successful and fair conduct of the examinations. Your cooperation is utmost importance, and any deviation will be viewed seriously.


Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING

DISCIPLINE AT EXAMINATION HALL

EXAMINATION TIMINGS:

Examinations with 3 hours duration

FN session – 9.30 a.m to 12.30 p.m.

AN session – 1.30 p.m. to 4.30 p.m.

For the smooth conduct of the examinations, the candidates are requested to adhere to the following guidelines:

The Candidates:

- Have to check the Hall No. and seating plan daily.
- Have to enter the hall 15 minutes before the commencement of the examination and occupy their seat correctly.
- Are not allowed to enter the hall after 30 minutes from the commencement of the examination.
- Are to have Hall Ticket and Student Identity card.
- Should not be in possession of mobile phone, programmable calculator, smart watch, pen drive, any other electronic gadgets and any notes or other written/ printed matter in any form.
- Have to verify that the answer booklet is intact and contains all of the pages. No additional sheets will be issued.
- Have to check whether the Register Number, Degree/Branch, Subject code/ Name and Date of the exams are written correctly in the answer booklet.
- On receipt of question paper, have to verify the Subject code / Name and ensure that the correct question paper is received.
- Are prohibited from writing or leaving any distinguished marks on question paper/ answer books so as to identify their paper.
- Should not detach any sheets from the answer booklet and answer booklet should not be taken out of the hall.
- Should not exchange any materials with other candidates inside the hall.
- Have to return back any data books/ charts/ manuals issued to them before leaving the hall.
- Have to ensure whether they signed in the attendance sheet before leaving the exam hall.
- Have to maintain silence inside the examination hall.
- Cannot leave the exam hall in between the examination.
- Multiple pocket pants, torn Jeans, pullovers, low hip pants, shot & low-neck tops, and jackets are not permitted in the examination hall.

Those who engage in any form of malpractice will be taken seriously, and appropriate disciplinary action will be taken against them. It may even result in the cancellation of all of their exams written during the semester.


Controller of Examination

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – Deputy COE & Deputy Chief Superintendents (DCS)

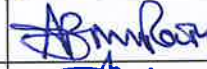
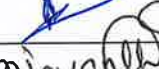
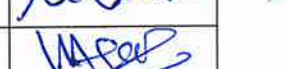
NHCE/COE/2024-25/006

Date : 24/12/2024

Venue : Office of the Controller of Examination

Time : 3.30 pm

MEMBERS PRESENT

Sl. No	NAME	DEPARTMENT	Position	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Prof. Sreeja	Sr. Asst. Professor & Deputy Controller of Examinations	Member	
3	Prof. Umamaheswaran S	Professor	Member	
4	Prof. Madhu Mohana Raju A B	Associate Professor	Member	
5	Prof. Prashanth K S	Professor	Member	
6	Prof. Subashini K	Associate Professor	Member	
7	Prof. Jisha P K	Associate Professor	Member	
8	Prof. Ashok K	Associate Professor	Member	
9	Prof. Asha Rani Borah	Sr. Asst. Professor	Member	
10	Prof. Jayanthi Muthuswamy	Associate Professor	Member	
11	Prof. R Mohandas	Associate Professor	Member	
12	Prof. J Karthiyayini	Sr. Asst. Professor	Member	
13	Prof. Smitha B S	Sr. Asst. Professor	Member	
14	Prof. Vinoth Kumar K	Professor	Member	
15	Prof. Agalya V	Professor	Member	
16	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

AGENDA :

1. To discuss the Roles and Responsibilities of the Deputy Chief Superintendents (DCS).
2. To finalize duty weeks of individual DCS based on their vacation matrix.

The member secretary welcomed the members and requested the Chairman to address the gathering and to discuss the agenda of the meeting.

The member secretary welcomed the members present and requested Principal Dr.Manjunatha to convene the meeting.

The following points were discussed:

- The Roles and Responsibilities of the members were discussed and assigned to the members as follows:
 - It was decided that the team shall function for the UG/PG SEE – December 2024, January, February 2025, Make-up & supplementary Examinations.
 - The duty matrix of the squad members is enclosed herewith.

RESPONSIBILITIES OF SQUAD

The squad team shall

- Conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- Shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
- Report the cases of malpractice detected to the COE immediately through the DCS/Chief coordinator, for further action. The squad shall make use of the required stationery/formats placed at the control room for the said purpose.
- Report simultaneously, the instances of grave malpractice such as mass copying et., to the COE and the chief superintendent.
- The chairman of the squad team shall record their findings including satisfactory or otherwise remarks in the squad book placed with the coordinator at the control room. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.
- The malpractice case shall be booked with the prior intimation to the chief superintendent.
- When once a candidate is booked under malpractice, the chief coordinator shall serve a memo to the concerned candidate instructing him/her to attend the MPC meeting, as fixed by the Controller of Examinations and a copy of the memo to Dean student affair. A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MPC meeting schedule.
- The squad shall seek any clarifications or guidance and/or assistance from the COE whenever needed.

Also, Controller of Examinations appreciated the squad team for the tremendous work done during the previous SEE examinations.


Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – Squad Committee

NHCE/COE/2024-25/007

Date : 24/12/2024

Venue : Office of the Controller of Examination

Time : 4.00 pm

Agenda: Meeting Schedule for the Squad committee for Odd semester 2024-25.

MEMBERS PRESENT

SI No.	Staff Name	Department	Designation
1	Dr. Manjunatha	Principal	
2	Jimsha K Mathew	AIML	
3	Sreejith S	AIML	
4	Rashi Khubnani	AS	
5	Swetti Jha	CIV	
6	Channabasava	CIV	
7	Suganya R	CDS	
8	Santosh Kumar	CSE-1	
9	Soja Rani Sumangala	CSE-1	
10	K Pramilarani	CSE-2	
11	Rathish Radhakrishnan	CSE-2	
12	Jayasheel Kumar K A	ME	
13	Hemanth Raju T	ME	
14	Ravi Kumar M	ME	
15	Sudarshan T A	ME	
16	Sujeeth Swami	ME	
17	Sujin Jose A	ME	
18	Dr. Vijilius Helena Raj	COE & Member Secretary	

AGENDA:

1. To discuss the Roles and Responsibilities of Squad members.
2. To finalize the duty weeks of individual squad members based on their availability.

The following points were discussed:

- The Examination process under autonomy was explained to the members who attended the meeting. The Roles & Responsibilities of the members were discussed and assigned to the members as follows:
 - It is the duty of the Deputy Chief Superintendents to take the onus of the entire examination process in consultation with the Controller of Examinations.
 - The duty matrix of the DCS is enclosed herewith.

RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT [DCS]

The DCS

- Shall report to the Chief Coordinator of the SEE at the control room 45 minutes before the SEE commences.
- Shall assist the Chief Coordinator in arranging the question papers block wise (branch wise/course wise) as per the seating allotment.
- Shall oversee the distribution of blank answer booklets, additional books such as data handbooks, tables, charts, graph sheets drawing sheets etc. The DCS shall deliver the packets of question papers to the rooms concerned.
- Shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduction of examination.
- Shall remain at the block allotted to him during the entire period of examination and shall not leave the block allotted to him without prior permission of the Chief Coordinator.
- Shall sign on all the B-Forms at the end of 30 minutes of start of the examination and see that one set of B-Forms are received at the Control Room for preparation of A-Forms.
- In case of any absenteeism the DCS shall ensure that the USN No. and Name of the Student is rounded off with Red Ink by the Room Superintendents (Invigilator).
- Shall ascertain that the room superintendents have made the mandatory announcements in the respective examination halls such as "All the students shall check their pockets, in and around their seats and see that no sheets/chits of paper are found and in case if they find such material, they shall remove the same and throw out in the dustbin by bringing it to the notice of the room superintendent. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, memory chips etc., in the examination hall and any violation of the same will be considered as case of malpractice and will report for necessary disciplinary action".
- Shall see that the candidates with valid admission ticker and identity card only are allowed to take the examination. If any candidate has lost admission ticket the same shall be reported to the Chief Coordinator/COE.
- Shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.
- At the end of the examination, the DCS shall receive the answer booklets from the respective Room Superintendents and pack them as per the A-Form and instruction from the Chief Coordinator/COE with the assistance of the relieving superintendents. The DCS shall see that each of the packets is super scribed with the following information: Semester, Course Code, Course Title, Date & Time and total Number of Scripts.
- In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, USN, Invigilator's signature, errors in B-Form, A-Form etc., the DCS shall be held responsible.
- Deputy Chief Superintendent shall ensure that the examination is conducted in an amicable atmosphere and shall personally be held responsible in case of answer book loss.

Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – New Joinees

NHCE/COE/2023-24/008

Date : 27/12/2024

Venue : Office of the Controller of Examination

Time : 3.00 pm

Agenda; Induction program for the new joinees - Odd semester 2024-25

Controller of Examinations welcomed all the newly inducted faculty members to the NHCE family.

Controller of Examinations briefed the faculty members regarding the upcoming SEE examinations invigilation duties and the process involved during the examinations. Also, strict instructions on possessing of forbidden materials such as written slips, mobile phones, electronic gadgets etc. during exam invigilation duty.

MEMBERS PRESENT

Sl No.	Staff Name	Department	Designation
1	Sanjeev P Kaulgud	Artificial Intelligence & Machine Learning	Associate Professor
2	Lincy Ranjana	Computer Science & Engineering	Assistant Professor
3	Narayana Swamy Ramaiah	Computer Science & Engineering	Professor & HOD
4	Priyavarthini Sugumaar	Computer Science & Engineering	Assistant Professor
5	Pallavi Nayak	CSE - Data Science	Assistant Professor
6	Ashwini G B	CSE - Data Science	Assistant Professor
7	Hitaishi H K	CSE - Data Science	Teaching Assistant
8	Sunil Kumar Vengalil	CSE - Data Science	Professor
9	Pragati Tripathi	Electronics & Communication Engineering	Sr. Assistant Professor
10	Manasa M	Information Science & Engineering	Lab Instructor
11	Parvathy S	Information Science & Engineering	Sr. Assistant Professor
12	Naresh K V	Master of Business Administration	Assistant Professor
13	Suraj C Gowda	Master of Computer Applications	Assistant Professor
14	Priya Thomas	Master of Computer Applications	Sr. Assistant Professor

Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS EXAMINATION COMMITTEE

Minutes of Meeting

NHCE/COE/2024-25/ EVEN/009

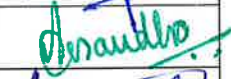
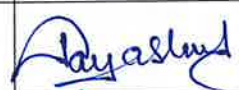
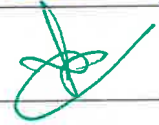
Date : 17/01/2025

Venue : Office of the Controller of Examination

Time : 3:00 pm

MEMBERS PRESENT

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

Agenda : Even semester Calendar A.Y 2024-25

The following points were discussed

- The examination calendar for Even semester 2024-25 was discussed
- The tentative dates for announcing SEE timetable, sending appointment letters to the eligible paper setter's conducting of BOE meeting and Declaration of SEE Results were discussed

The meeting concluded at 4.00 pm with the permission of the chair.


Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

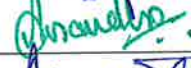
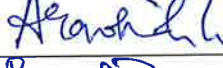
NHCE/COE/2024-25/EVEN/010

Date : 17/03/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor & Dean R&D	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Agenda: Selection of Paper setters.

The following points were discussed:

- The Panel of Question Paper setters received from the departments were verified and eligible examiners were selected by Committee.
- Documents to be send to the paper setters were also discussed.

The above points were discussed and the meeting concluded at 4.00 pm. The member Secretary thanked the members who had attended the meeting.


Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

NHCE/COE/2024-25/EVEN/011

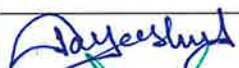
Date : 10/04/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

The Member Secretary welcomed the members and requested the Chairman to

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor & Dean R&D	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

address the gathering and to discuss the Agenda of the meeting.

Agenda: Selection of Question Papers

The following points were discussed:

- Controller of Examinations brought forward the 8th sem SEE timetable for UG prepared as per the discussion of the previous Committee meeting. The same was approved in the meeting and timetable was displayed on all department notice boards and NHCE website.

The member Secretary thanked the members who had attended the meeting.


Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

NHCE/COE/2024-25/EVEN/012

Date : 10/04/2025

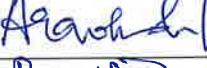
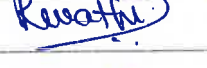
Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Agenda: Selection of Question Papers

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor & Dean R&D	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The following points were discussed:

- Controller of Examinations brought forward the 6th, 4th & 2nd sem SEE timetable for UG prepared as per the discussion of the previous Committee meeting. The same was approved in the meeting and timetable was displayed on all department notice boards and NHCE website.

The member Secretary thanked the members who had attended the meeting.


Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

NHCE/COE/2024-25/EVEN/013

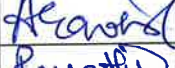
Date : 25/04/2025

Venue : Office of the Controller of Examination

Time : 4:00 pm

MEMBERS PRESENT

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

Sl.No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

Agenda: 1 Review of result analysis for Odd Semester 2024-25

The following points were discussed,

- The principal congratulated the team on completing the ODD semesters of the UG A.Y : 2024-25 Examinations Successfully.
- The Team analyzed the result analysis for ODD Semester 2024-25 placed by the member Secretary.
- The members unanimously approved the result analysis for ODD Semester 2024-25.

Agenda: 2 Preparations for Even sem SEE 2024-25 Examination.

The following aspects related to Even SEE examination 2024-25 were discussed

- The Calendar of Events of examination department was discussed.
- The tentative dates of preparing SEE Time table, sending appointment letters to the eligible Paper Setters, Conducting BOE meeting, and declaration of SEE results were discussed.

Since there was no other matter for discussion the meeting concluded at 4.30 pm with the member secretary thanking the members present for the meeting.

Member Secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

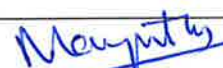
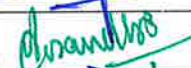
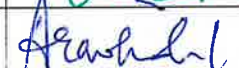
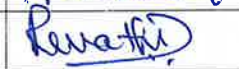
NHCE/COE/2024-25/Even/014

Date : 05/05/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting

Agenda: PG Even semester Calendar A.Y 2024-25

The following points were discussed

- The results of Odd semester 2023-24 was discussed
- The PG examination calendar for Even semester 2024-25 was discussed and the tentative dates of preparing SEE Time table, sending appointment letters to the eligible Paper Setters, Conducting BOE meeting, and declaration of SEE results were discussed.

The member secretary thanked the members who had attended the meeting.


Member secretary
Examination Committee

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – New Joinees

NHCE/COE/2024-25/Even/015

Date : 08/05/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

Agenda: Induction program for the new joinees - Even semester 2024-25

Controller of Examinations welcomed all the newly inducted faculty members to the NHCE family.

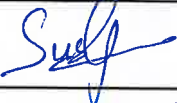
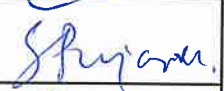
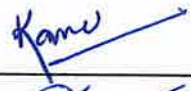
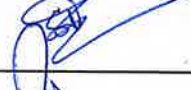
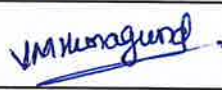
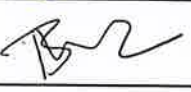
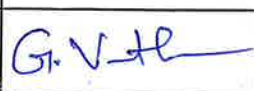
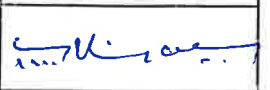
Controller of Examinations briefed the faculty members regarding the upcoming SEE examinations invigilation duties and the process involved during the examinations. Also, strict instructions on possessing of forbidden materials such as written slips, mobile phones, electronic gadgets etc. during exam invigilation duty.

MEMBERS PRESENT

Sl No.	Staff Name	Department	Designation
1	Chaitra Gowdra Parameswarappa	Artificial Intelligence & Machine Learning	Assistant Professor
2	Pasurla Sushma	Artificial Intelligence & Machine Learning	Assistant Professor
3	Sivasankar S S	Artificial Intelligence & Machine Learning	Sr. Assistant Professor
4	Akshitha K	Applied Science	Assistant Professor
5	Kavitha K N	Computer Science & Engineering	Sr. Assistant Professor
6	Mradula	Computer Science & Engineering	Sr. Assistant Professor
7	Anju K	CSE - Data Science	Assistant Professor
8	Sankhadeep Pujaru	CSE - Data Science	Assistant Professor
9	Swati Sehagal	CSE - Data Science	Assistant Professor
10	Aruna S	Electronics & Communication Engineering	Assistant Professor
11	Komal Khadotra	Electronics & Communication Engineering	Assistant Professor
12	Sampa Das	Electronics & Communication Engineering	Sr. Assistant Professor
13	Sujoy Das	Electrical & Electronics Engineering	Sr. Assistant Professor
14	Veena Mahantesh Hunagund	Electrical & Electronics Engineering	Assistant Professor
15	Bhakti Shashikant Kamate	Information Science & Engineering	Assistant Professor
16	Chandana Myneni	Information Science & Engineering	Assistant Professor
17	Rose Mary Chacko	Information Science & Engineering	Assistant Professor
18	Sweet Subhashree	Information Science & Engineering	Sr. Assistant Professor
19	Vanthana G	Information Science & Engineering	Assistant Professor
20	Vinayaka M Pillai	Master of Computer Applications	Assistant Professor


Controller of Examinations

New Horizon College of Engineering
Office of Controller of Examinations
Orientation Program - 08.05.2025

Sl. No	Staff Name	Department	Designation	Signature
1	Chaitra Gowdra Parameswarappa	AIML	Assistant Professor	
2	Pasurla Sushma	AIML	Assistant Professor	
3	Sivasankari S S	AIML	Sr. Assistant Professor	
4	Akshitha K	Applied Science	Assistant Professor	
5	Kavitha K N	CSE	Sr. Assistant Professor	
6	Mradula	CSE	Sr. Assistant Professor	
7	Anju K	CSE - DS	Assistant Professor	
8	Sankhadeep Pujaru	CSE - DS	Assistant Professor	
9	Swati Sehgal	CSE - DS	Assistant Professor	
10	Aruna S	ECE	Assistant Professor	
11	Komal Khadotra	ECE	Assistant Professor	
12	Sampa Das	ECE	Sr. Assistant Professor	
13	Sujoy Das	EEE	Sr. Assistant Professor	
14	Veena Mahantesh Hunagund	EEE	Assistant Professor	
15	Bhakti Shashikant Kamate	ISE	Assistant Professor	
16	Chandana Myneni	ISE	Assistant Professor	
17	Rose Mary Chacko	ISE	Assistant Professor	
18	Sweet Subhashree	ISE	Sr. Assistant Professor	
19	Vanthana G	ISE	Assistant Professor	
20	Vinayaka M Pillai	MCA	Assistant Professor	

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – Squad Committee

NHCE/COE/2024-25/Even/016

Date : 08/05/2025

Venue : Office of the Controller of Examination

Time : 4.00 pm

Agenda: Meeting Schedule for the Squad committee for Even semester 2024-25.

MEMBERS PRESENT

Sl No.	Staff Name	Department	Designation
1	Dr. Manjunatha	Principal	
2	Jimsha K Mathew	AIML	
3	Sreejith S	AIML	
4	Rashi Khubnani	AS	
5	Channabasava	CIV	
6	Suganya R	CDS	
7	Santosh Kumar	CSE-1	
8	Soja Rani Sumangala	CSE-1	
9	K Pramilarani	CSE-2	
10	Rathish Radhakrishnan	CSE-2	
11	Jayasheel Kumar K A	ME	
12	Hemanth Raju T	ME	
13	Ravi Kumar M	ME	
14	Sudarshan T A	ME	
15	Sujeeth Swami	ME	
16	Sujin Jose A	ME	
17	Dr. Vijilius Helena Raj	COE & Member Secretary	

AGENDA:

1. To discuss the Roles and Responsibilities of Squad members.
2. To finalize the duty weeks of individual squad members based on their availability.

The member secretary welcomed the members present and requested Principal Dr.Manjunatha to convene the meeting.

The following points were discussed:

- The Roles and Responsibilities of the members were discussed and assigned to the members as follows:
 - It was decided that the team shall function for the UG/PG SEE – May 2025, June 2025, July 2025, August 2025, September 2025, Make-up & supplementary Examinations.
 - The duty matrix of the squad members is enclosed herewith.

RESPONSIBILITIES OF SQUAD

The squad team shall

- Conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- Shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
- Report the cases of malpractice detected to the COE immediately through the DCS/Chief coordinator, for further action. The squad shall make use of the required stationery/formats placed at the control room for the said purpose.
- Report simultaneously, the instances of grave malpractice such as mass copying et., to the COE and the chief superintendent.
- The chairman of the squad team shall record their findings including satisfactory or otherwise remarks in the squad book placed with the coordinator at the control room. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.
- The malpractice case shall be booked with the prior intimation to the chief superintendent.
- When once a candidate is booked under malpractice, the chief coordinator shall serve a memo to the concerned candidate instructing him/her to attend the MPC meeting, as fixed by the Controller of Examinations and a copy of the memo to Dean student affair. A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MPC meeting schedule.
- The squad shall seek any clarifications or guidance and/or assistance from the COE whenever needed.

Also, Controller of Examinations appreciated the squad team for the tremendous work done during the previous SEE examinations.


Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting – Deputy COE & Deputy Chief Superintendents (DCS)

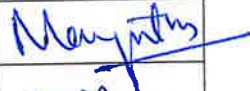
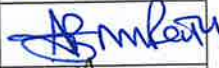
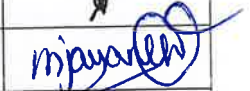
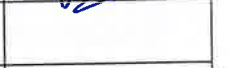
NHCE/COE/2024-25/Even/017

Date : 08/05/2025

Venue : Office of the Controller of Examination

Time : 3.30 pm

MEMBERS PRESENT

Sl. No	NAME	DEPARTMENT	Position	SIGNATURE
1	Dr. Manjunatha	Principal	Chairman	
2	Prof. Sreeja	Sr. Asst. Professor & Deputy Controller of Examinations	Member	
3	Prof. Umamaheswaran S	Professor	Member	
4	Prof. Madhu Mohana Raju A B	Associate Professor	Member	
5	Prof. Prashanth K S	Professor	Member	
6	Prof. Subashini K	Associate Professor	Member	
7	Prof. Jisha P K	Associate Professor	Member	
8	Prof. Asha Rani Borah	Sr. Asst. Professor	Member	
9	Prof. Jayanthi Muthuswamy	Associate Professor	Member	
10	Prof. R Mohandas	Associate Professor	Member	
11	Prof. J Karthiyayini	Sr. Asst. Professor	Member	
12	Prof. Smitha B S	Sr. Asst. Professor	Member	
13	Prof. Vinoth Kumar K	Professor	Member	
14	Prof. Agalya V	Professor	Member	
15	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

AGENDA :

1. To discuss the Roles and Responsibilities of the Deputy Chief Superintendents (DCS).
2. To finalize duty weeks of individual DCS based on their vacation matrix.

The member secretary welcomed the members and requested the Chairman to address the gathering and to discuss the agenda of the meeting.

The following points were discussed:

- The Examination process under autonomy was explained to the members who attended the meeting. The Roles & Responsibilities of the members were discussed and assigned to the members as follows:
 - It is the duty of the Deputy Chief Superintendents to take the onus of the entire examination process in consultation with the Controller of Examinations.
 - The duty matrix of the DCS is enclosed herewith.

RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT [DCS]

The DCS

- Shall report to the Chief Coordinator of the SEE at the control room 45 minutes before the SEE commences.
- Shall assist the Chief Coordinator in arranging the question papers block wise (branch wise/course wise) as per the seating allotment.
- Shall oversee the distribution of blank answer booklets, additional books such as data handbooks, tables, charts, graph sheets drawing sheets etc. The DCS shall deliver the packets of question papers to the rooms concerned.
- Shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduction of examination.
- Shall remain at the block allotted to him during the entire period of examination and shall not leave the block allotted to him without prior permission of the Chief Coordinator.
- Shall sign on all the B-Forms at the end of 30 minutes of start of the examination and see that one set of B-Forms are received at the Control Room for preparation of A-Forms.
- In case of any absenteeism the DCS shall ensure that the USN No. and Name of the Student is rounded off with Red Ink by the Room Superintendents (Invigilator).
- Shall ascertain that the room superintendents have made the mandatory announcements in the respective examination halls such as "All the students shall check their pockets, in and around their seats and see that no sheets/chits of paper are found and in case if they find such material, they shall remove the same and throw out in the dustbin by bringing it to the notice of the room superintendent. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, memory chips etc., in the examination hall and any violation of the same will be considered as case of malpractice and will report for necessary disciplinary action".
- Shall see that the candidates with valid admission ticker and identity card only are allowed to take the examination. If any candidate has lost admission ticket the same shall be reported to the Chief Coordinator/COE.
- Shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.
- At the end of the examination, the DCS shall receive the answer booklets from the respective Room Superintendents and pack them as per the A-Form and instruction from the Chief Coordinator/COE with the assistance of the relieving superintendents. The DCS shall see that each of the packets is super scribed with the following information: Semester, Course Code, Course Title, Date & Time and total Number of Scripts.
- In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, USN, Invigilator's signature, errors in B-Form, A-Form etc., the DCS shall be held responsible.
- Deputy Chief Superintendent shall ensure that the examination is conducted in an amicable atmosphere and shall personally be held responsible in case of answer book loss.


Controller of Examinations

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Autonomous college affiliated VTU, Accredited by NAAC with 'A' Grade & NBA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION COMMITTEE

Minutes of Meeting

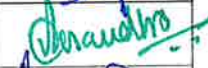
NHCE/COE/2024-25/Even/018

Date : 20/05/2025

Venue : Office of the Controller of Examination

Time : 3.00 pm

MEMBERS PRESENT

Sl. No	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Manjunatha	Principal	Chairman	
2	Dr. Anandhi R J	Dean Academics	Member	
3	Dr. Aravinda K	Professor	Member	
4	Dr. Revathi V	Professor	Member	
5	Ms. Sreeja S P	Sr. Asst. Professor & Deputy Controller of examinations	Member	
6	Dr. Jayasheel Kumar	Sr. Asst. Professor & Deputy Controller of examinations	Member	
7	Dr. Vijilius Helena Raj	Professor & Controller of Examination	Member Secretary	

Agenda: Selection of Paper setters for PG (Even)

The Member Secretary welcomed the members and requested the Chairman to address the gathering and to discuss the Agenda of the meeting.

The following points were discussed:

- The Panel of Question Paper setters received from the departments were verified and eligible examiners were selected by Committee.
- Documents to be sent to the paper setters were also discussed.

The above points were discussed and the meeting concluded at 4.00 pm. The member Secretary thanked the members who had attended the meeting.


Member Secretary
Examination Committee