



Wayanamac Education Trust ®
DON BOSCO INSTITUTE OF TECHNOLOGY
Kumbalagodu, Mysore Road, Bengaluru – 560074



Circular

The VTU Examination Committee is constituted for the academic year 2020-21, which will be functioning according to the guidelines of IQAC.

Objectives

- To conduct Visvesvaraya Technological University (VTU) examinations in the institution.
- To ensure smooth conduction of the university examinations adhering to the rules and regulations of the university and the institution.

Members of the Committee

<i>Sl. No.</i>	<i>Faculty Name</i>	<i>Dept.</i>	<i>Role</i>
1	Dr. Hemadri Naidu T.	Principal	Chairman
2	B. S. Umashankar	CSE	Convener
3	N. Kishore	ME	Member
4	Prof.Savitha A L	CV	Member
5	Mr. Sharanabasappa	EC	Member
6	Dr. Ramesh Kumar V	EE	Member
7	Ranjeeth Kumar	CS	Member
8	Dr. DeepaYogish	AIML	Member
9	Nagarathna N	Basic Sciences	Member
10	Shyam Sundar S A	MBA	Member
11	Chaithra A S	IS	Member
12	Kamath	Exam. Section	Member

Roles and Responsibility

- To make policy decisions with respect to organizing and conduction of university examinations as per university notifications.
- To ensure that the university circular to fill up online examination forms is brought to the notice of students.
- To ensure that adequate examination stationery like answer books, graph sheets, etc. are made available. To be in contact with the university for obtaining the examination stationery on time.
- To conduct a pre-exam meeting to brief the faculty members about the university examination procedures and roles & responsibilities of Room Superintendent, Relieving Superintendent, and Deputy Chief Superintendent.
- To prepare the Room Superintendent, Relieving Superintendent, Deputy Chief Superintendent duty chart and notifying the same to concerned faculty members.

- To ensure that the online question paper delivery system (QPDS) facility is functional and ready for university examinations with Internet availability, stationery, and printer cartridges.
- To make the Block and Seating arrangement and display them on the specified Notice Boards.
- To deal with all the matters related to university examinations and hear any complaints pertaining to any issue of conduction of examination and decide the further course of suitable action.

Standard Operating Procedure

Convenor

1. Overall coordination of VTU examinations
2. To ascertain that security setup including recording of proceedings in QPDS control room is in place and functional as per the university requirements.
3. To liaison with external Deputy Chief Superintendent and ensure his/her availability during question paper printing.
4. Under absolute confidentiality, to supervise the printing and handover of appropriate number of university question papers related to the subjects of the particular date and time to the Deputy Chief Superintendent(s) at least 15 minutes earlier to the commencement of the examination.

IQAC DIRECTOR

PRINCIPAL



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VTU EXAMINATION COMMITTEE

Academic year 2020-21

VTU Examination Committee meeting was held on 18-01-2021 at 11:00 am in the Principal Office.

AGENDA:

1. Ensuing Jan/Feb. 2021 VTU Examinations
2. Covid-19 guidelines and SOP
3. Seating arrangement for candidates
4. Arrange a meeting of all the staff involved in examination work
5. Allotment of duties

MEMBERS PRESENT:

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MINUTES OF THE MEETING:

1. Principal of the institute Dr. Hemadri Naidu T is appointed as Chief Superintendent by the university.
2. Principal has appointed Prof. B. S. Umashankar, HOD-CSE as the Convener of VTU Examination Committee.
3. Discussed to implement Covid -19 guidelines laid by the government
4. Planned to implement Standard Operating Procedure (SOP) as notified by the university
5. As per the guidelines given by the university, Chief Superintendent has instructed to allot
 - a) One Deputy Chief Superintendent for every 300 candidates
 - b) One Room Superintendent for every 20 candidates
 - c) One Relieving Superintendent for every 100 candidates

6. Seating arrangements of the candidates with USN is done one day earlier to the commencement of examination, with proper mixing of candidates from different branches. Not more than 20 students are to be allocated in a class-room and seating to be as per SOP.
7. Duty allotment list (Teaching & Non Teaching is circulated) one week before commencement of examination
8. Chief Superintendent is going to address all the staff to explain procedure to conduct university exam and Covid -19 Standard Operating Procedure.

Convener

Principal