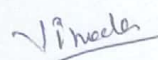


IA Conducting Committee (Higher Semesters) 2020-21

Roles and Responsibilities

The responsibility of conducting IA for higher semester is given to one of the department. The committee is headed by IA chief supervisor (HOD of the assigned department) followed by two coordinators. The coordinators will plan, prepare time table, seating arrangement and invigilation duty list and communicate it to all the departments. The conducting department faculties are grouped into three teams. These three teams takes the responsibility of conducting IA's in three block namely Block 1, Block 2 and block 3. The conducting department takes the responsibility of conducting IA smoothly. The complete roles and responsibility of the committee is given in the table.

Roles	Responsibility
IA chief supervisor	Supervise all the activities of the committee
Coordinator	To prepare timetable, seating arrangement and invigilation duty list and communicate it to all the departments
Question paper Coordinator	Collect question papers from all the department coordinators and dispatching to block coordinators.
Block Coordinators Block-1 (CSE/ISE) Block-2 (ECE/EEE) Block-3 (Civil /Mech)	Collecting question papers from question paper coordinator and distribute it to room invigilators, assigning invigilation duty to the lecture halls of respective blocks.


IA chief supervisor

IA Conducting Committee (Higher Semesters) 2020-21

Objectives of the committee

- To plan and conduct 3 IA's of odd and even semesters for the higher semesters (3rd to 8th Sem).
- To prepare of IA time table for all the three IA's of odd and even semesters of all the departments.
- To prepare of seating arrangement.
- To prepare the Invigilation Duty list for all the blocks.
- To communicate time table, seating arrangement and Invigilation duty list to all the departments.
- To schedule and assign question paper printing and submitting dates to all departments.
- Collection of question papers of all subjects from all the departments.
- Dispatching and collection of IA booklets to rooms and departments.
- Dispatching Question papers to room invigilators.
- Maintaining attendance records and dispatching to all the departments subject wise/semester wise.

Vinodh
IA chief supervisor



K. L. E. Society's
Dept of Electrical & Electronics Er



IA Conduction Team

	Name	Phone	Sign
IA Chief supervisor	Dr. Vinoda S	9481538909	
Coordinating team	Mr. Mallikarjun G H	9945895202	
	Mr. Prakash M N	8105605434	
Question paper coordinating team	Mrs. Anusha I	8867151996	
	Mr. Satwik Mathad	8618693221	
Block-1	Mr. V.M Soppimath	9739775152	
CSE/ISC Team	Mrs. sarita U	9008435662	
Block-2	Mr. prakash Kerur	9739110789	
ECE/EEE Team	Mr. Mallikarjun G H	9945895202	
Block-3	Dr. Kumarswamy V	9964049409	
Civil/Mech Team	Mr. Manjunath B R	9740667115	

IA chief supervisor

29/10/22