



# St.MARTIN'S ENGINEERING COLLEGE

DHULAPALLY, SECUNDERABAD – 500 014

## EXAMINATION COMMITTEE

### PERSPECTIVE PLAN

S. No.	Date of the event	Department / Committee	Plan (Name of the Event)	SoP (Standard Operating Procedure)
1	07/01/2016	Examination Committee	Committee Meeting for Mid and External Exams	<b>Minutes should include</b> <ol style="list-style-type: none"><li>1. Preparation of Nominal Rolls</li><li>2. Fortnight Attendance of All branches</li><li>3. Mid Examination Time Tables</li><li>4. Mid Exams Question paper</li><li>5. Preparing Mid Exams Seating plan</li><li>6. Uploading mid marks in JNTUH</li><li>7. External Examination Notification.</li><li>8. Students Exam Registration</li><li>9. External Exam Time Table</li><li>10. Issue of Hall Tickets</li><li>11. Conduct Exam Smoothly</li></ol>

  
CONVENER

Cc to:

1. The Principal Sir-For Kind information
2. The Executive Director- For Kind information
3. All HODs