



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

COMMITTEES 2018-2019

EXAMINATION COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Examination Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Dept
1	N. Krishnavardhan	Convener	CSE
2	Ch. Srinivas	Member	EEE
3	B. Prasanth	Member	S&H
4	D. Naresh Kumar	Member	CIVIL
5	G. Subba reddy	Member	MBA
6	J. Rajeswar Goud	Member	ECE
7	M. Vijaya Lakshni	Member	IT
8	B. Srinivasulu	Member	MECH
9	A. Mruthyunjayan	Member	CSE

Frequency of Meeting: Beginning of the each semester

Functions and Responsibilities:

The examination branch of the college is a confidential section with the responsibility of smooth conduct of examinations for all the courses and maintenance of student records etc.

The Examination branch is headed by the Chief Superintendent of the examination branch and ably assisted by Incharges of Examinations with supporting staff. Conduction of all examinations is the main activity of the cell. The exam cell also coordinates with the JNTUH regarding all matters related to examinations. The Incharge also coordinates with the Principal in regards to all examination matters. Any information either received or required to be sent to the University are being dealt within the cell.

The major activities of Examination Cell are:

- 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.
- Examination Notices received from the University are duly served to all concerned.
- To work according to the notices downloaded from University site indicating details regarding Fee Collection, the last date of fee Collection, modalities of payments.
- As per the Academic calendar sending mid examination circular to all the departments for prepare the mid examination question papers and submitting the question papers in time for smooth conduction of exams.
- Preparation for smooth conduction of Examinations, preparation of Time table, Invigilation duty chart, Seat allotment for internal and external examinations as per University circulars for each semester..
- Assigning the duty to staff properly during examination as per the duty chart
- Collection of marks memos from the University and timely distribution to the students, after announcement of the results by the University
- The cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- To facilitate the Academic Departments for smooth conduction of Practical Examination and submitting the attendance sheets and awarded marks sheets in closed envelops duly signed by the Examiners to the University.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500100