



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad - 500100.
NBA & NAAC A+ ACCREDITED



CONVENING ORDER

EXAMINATION COMMITTEE

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

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. N. Krishna Vardhan.	Convener	CSE
2	Mr. Ch. Srinivas	Member	EEE
3	Mr. B. Prasanth	Member	S&H
4	Mr. D. Naresh Kumar	Member	CIVIL
5	Mr. G. Subba reddy	Member	MBA
6	Ms. B. Teja	Member	ECE
7	Ms. M. Vijaya Lakshni	Member	IT
8	Mr. R. Suvarna Babu	Member	MECH
9	Mr. G. Rama Krishna	Member	CSE

Frequency of Meeting: Once in a year, as and when required

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 major activities of Exam 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 the 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 envelopes 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-500 100.