



St.Martin's Engineering College

An Autonomous Institute

A Non Minority College | Approved by AICTE | Affiliated to JNTUH, Hyderabad |
NAAC-Accredited 'A+' Grade 2(f) & 12(B) status (UGC) | ISO 9001:2008 Certified |

NBA Accredited | SIRO (DSIR) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad – 500100

www.smec.ac.in



EXAMINATION COMMITTEE

PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SoP (Standard Operating Procedure)
1	21/07/2020	Examination Committee	Committee Meeting for Mid and External Exams	Minutes should include <ol style="list-style-type: none">1. Preparation of Nominal Rolls2. Fortnight Attendance of All branches3. Mid Examination Time Tables4. Mid Exams Question paper5. Preparing Mid Exams Seating plan6. Uploading mid marks in JNTUH7. External Examination Notification.8. Students Exam Registration9. External Exam Time Table10. Issue of Hall Tickets11. Conduct Exam Smoothly


CONVENER

Cc to:

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