## St. MARTIN'S ENGINEERING COLLEGE





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 (DSM) | UGC-Paramarsh | Recognized Remote Center of IIT, Bombay Dhulapally, Secunderabad — 500100

www.smec.ac.in

Date: 20.09.2021

Ref: SMEC/EXAMS/2021-22/001

## **CIRCULAR**

All the examination coordinators of concern department are requested to attend the meeting in the examination branch today by 10:30 AM.

## Agenda

- 1. Conduction of Internal exams of I, II, III, IV B. Tech I Semester.
- 2. Conduction of I, II, III & IV B. Tech Regular/ Supplementary Exams A.Y: 2021-2022
- 3. Invigilation Duties
- 4. Seating Plan
- 5. Question Papers
- 6. Collection of Answer Booklets
- 7. Instructions to Students
- 8. Instructions to the Invigilators.

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