



# St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

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 I Recognized Remote Center of IIT, Bombay

Dhulapally, Secunderabad — 500100

www.smec.ac.in



Date: 05.09.2022

Ref: SMEC/EXAMS/2022-23/001

## CIRCULAR

All the examination coordinators of concern department are requested to attend the meeting in the examination branch on 06-09-2022 @ 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 :2022-2023
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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CONVENER