



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

EXAMINATION COMMITTEE

CONVENING ORDER 2022-23

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	Department
1	Mr. C. Yosepu	Convener	CSE
2	Mr. P. Guruswamy Goud	Member	CE
3	Mr. K. V. Govardhan Rao	Member	EEE
4	Mr. L. Sunil	Member	ME
5	Mr. K. N. V. Rao	Member	ECE
6	Dr. P. Sai Prasad	Member	CSE
7	Mr. A. Basha	Member	IT
8	Mr. G. Chandra Mohan	Member	H & S
9	Mr.P.Mahesh	Member	CSE(AI&ML)
10	Ms.V.Jayasri	Member	AI&DS
11	Mr.M.Rajaram	Member	AI&ML
12	Mr.J.Venkataraman	Member	CSG

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 Controller of Examinations 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 & Autonomous 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:

AUTONOMOUS:

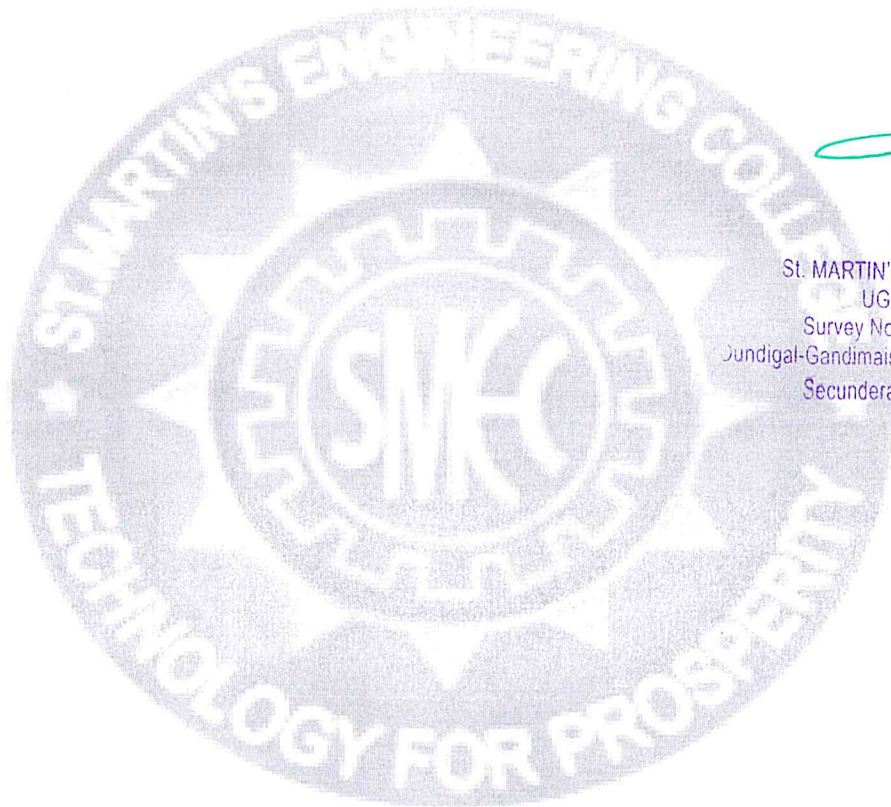
- Any Circular, Guideline, Office Order, Notification received from the Chief Controller of Examinations (Principal) / Controller of Examinations are processed in the cell.

- To work according to the notices Received from Controller of Examinations indicating details regarding Fee Collection, the last date of fee Collection, modalities of payments.
- As per the Autonomous 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 the Controller of Examinations circulars for each semester.
- Getting the Question Papers for End Examinations from the Experienced Faculty of other Colleges/Universities.
- Assigning the duty to staff properly during examination as per the duty chart.
- The Examination section has procured sophisticated infrastructure to evaluate the student answer scripts in digital mode (Computer system based).
- After the completion of Examination, Answer scripts are bundle with 50 scripts each.
- Scripts are cuffed on machine and scanned to get the digital copy of answer scripts.
- The valutors on drawn from other engineering colleges.
- User name and password is created to the each valuator in Bees Software.
- Valutors are to follow the scheme of valuation and award the marks.
- Once the valuation is completed, Scrutiny will be done by internal faculty.
- Marks will be freezed by the Controller of Examinations.
- Based on the Marks obtained by the students, Grades, Grade Points and SGPA will be assigned through software.
- Declare the Results by the Results Declaration Committee and Print the Marks Memos as per Results.

JNTUH:

- 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, Scat 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 envelopes duly signed by the Examiners to the University.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana.

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