



**ST. MARTIN'S ENGINEERING COLLEGE**  
UGC AUTONOMOUS  
NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad-500 100



Date: 16-08-2023

Ref: SMEC/EXAMS/2023-24/002

## **CIRCULAR**

All the examination committee members are requested to attend the meeting in the examination branch on 17-08-2023 @ 03:00PM

### **Agenda**

- Examination Schedule
- Question Paper Preparation
- Examination Logistics
- Appointing Invigilators
- Providing Exam-related Information to Students
- Arranging Accommodations for Special Needs Students

  
**CONVENER**

Cc to: 1) The Chairman & Executive Director - For kind information  
2) The Principal  
3) The IQAC  
4) Deans & HODs