



EXAMINATION COMMITTEE
CONVENING ORDER 2023-24

Date: 03-07-2023

Ref: SMEC/EXAMS/2023-24/001

Examination committee plays a vital role in ensuring the confidentiality, integrity, fairness, quality and conduction of the examinations in St. Martin's Engineering College. Examination Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Department
1	Dr. P Santosh Kumar Patra Principal	Chairman	CSE
2	Dr. S V S R Krishnam Raju	Member	ECE
3	Mr.C Yosepu	Convener	CSE
4	Dr. D V Sreekanth	Member	ME
5	Dr. N Ramchandra	Member	EEE
6	Dr.B.Hari Krishna	Member	ECE
7	Dr. R. Santhoshkumar	Member	CSE
8	Dr. V. K. Senthil Ragavan	Member	IT
9	Dr. D Ranadheer Reddy	Member	FME
10	Ms.J K Sandhya Kiran	Member	CE
11	Dr. K. Srinivas	Member	CSE(AI&ML)
12	Dr.Rajalingam	Member	AI&DS
13	Dr. N Krishnaiah	Member	AI&ML
14	Dr.P.Sai Prasad	Member	CSG
15	Mr. K.V.Govardhan Rao	Member	EEE
16	Mr. P. Guruswamy Goud	Member	CE
17	Mr. L. Sunil	Member	ME
18	Mr. K. N. V. Rao	Member	ECE
19	Mr.R.Naveen	Member	CSE
20	Mr. A. Basha	Member	IT
21	Mr. G. Chandra Mohan	Member	FME
22	Mr.P.Mahesh	Member	CSE(AI&ML)
23	Mr. K.Kamalakaran	Member	AI&DS
24	Mr.M.Rajaram	Member	AI&ML
25	Mr.B Chandrashekar	Member	CSG

Frequency of Meeting: Once in a Semester and also as and when required

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 In-charges of Examinations with supporting staff. The controller of examination and In-charges also coordinates with the Principal in regards to all examination matters. Pre-examination and post-examination works are crucial for ensuring smooth and fair conduct of examinations and accurate assessment of students' performance.

Pre-Examination Works:

- 1. Setting Examination Schedule:** Planning and setting the examination schedule, ensuring it aligns with the academic calendar and provides adequate time for students to prepare.
- 2. Preparing Examination Timetable:** Developing the detailed timetable for each examination session, including dates, times, and venues for different courses and subjects.
- 3. Question Paper Preparation:** Coordinating with faculty members to develop examination question papers, ensuring they cover the relevant topics and are of appropriate difficulty level.
- 4. Printing and Distribution of Examination Materials:** Arranging for the printing and distribution of examination materials, including question papers, answer sheets, and other necessary stationery.
- 5. Arranging Examination Venues:** Coordinating with administrative staff to arrange suitable examination venues, ensuring they are equipped with necessary facilities and resources for conducting examinations.
- 6. Appointing Invigilators:** Recruiting and training invigilators to supervise examination sessions, ensuring they understand their roles and responsibilities and adhere to examination rules and regulations.
- 7. Student Registration and Hall Ticket Issuance:** Managing student registration for examinations, verifying eligibility criteria, and issuing hall tickets to eligible candidates.
- 8. Providing Exam-related Information to Students:** Communicating important information related to examinations to students, including examination schedules, rules, regulations, and guidelines.
- 9. Arranging Accommodations for Special Needs Students:** Providing accommodations and support services for students with special needs or disabilities, ensuring they have equal access to examination facilities.

Post-Examination Works:

- 1. Collecting Answer Booklets:** Collecting answer booklets from invigilators and ensuring they are securely bundled/packed.
- 2. Answer Booklets Evaluation:** Coordinating the evaluation of answer booklets by qualified faculty members or examiners, ensuring confidentiality and impartiality in the assessment process.
- 3. Result Processing:** The Examinations result is processed based on the recommendations of the results processing committee members.
- 4. Result Publication:** The results processing committee members comprise of the Chief Controller of Examinations, JNTUH nominee, Controller of Examinations, Additional Controller of Examinations, and all HoDs. The Academic Council has decided that the declaration of End Examination results will be issued within 15 days after the completion of the End Semester Examinations. The End Semester Examinations results are declared and made available in respective student logins <https://examsmec.in/BetEPortal/>
- 5. Handling Result-related Grievances:** Addressing any grievances or disputes related to examination results, conducting re-evaluation processes as necessary and ensuring fairness and transparency in resolving issues.
- 6. Preparing Academic Performance Reports:** Generating academic performance reports for students, faculty members, and academic departments, providing insights into students' performance and identifying areas for improvement.
- 7. Archiving Examination Records:** Maintaining accurate records of examination proceedings, including question papers, answer sheets, evaluation reports, and result sheets, in compliance with institutional policies and regulatory requirements.

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St. MARTIN'S ENGINEERING COLLEGE
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