



Date: 17-08-2023

Ref: SMEC/EXAMS/2023-24/003

MINUTES OF MEETING

Minutes of meeting of the **Examination Committee** held on 17-08-2023 at 03:00 PM in the Examination Branch, SMEC.

The following members were present:

S. No.	Name of the Faculty	Designation	Department	Signature
1	Dr. M.Sreenivasa Rao Mitnala Principal	Chairman	ME	
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	

Meeting Proceedings:

Welcome and Introduction: The Convener opened the meeting and welcomed all attendees.

Examination Schedule: The committee discussed and finalized the examination schedule for the upcoming Continuous Internal Assessment (CIA) tests and Semester End Examinations (SEE) as per the academic calendar.

Action Item: Mr.K. V. Govardhan Rao to prepare and distribute the finalized examination schedule.

Question Paper Preparation: The committee discussed the process for question paper preparation. It was agreed to convene subject experts to draft question papers according to the prescribed syllabus.

Action Item: Mr.C.Yosepu to coordinate with faculty members to develop question papers.

Examination Logistics: Examination logistics, including venue arrangements, seating plans, and security measures, were reviewed.

The logistics team was tasked with ensuring that examination venues are equipped and prepared according to requirements.

Appointing Invigilators: The process for appointing invigilators for examinations was discussed.

It was decided to select experienced faculty members and staff members as invigilators and provide necessary instructions.

Action Item: Department Exam Coordinators to compile a list of potential invigilators and coordinate training sessions.

Providing Exam-related Information to Students: The committee reviewed the communication plan for providing exam-related information to students.

It was emphasized to ensure that students receive clear instructions regarding examination dates, timings, venue details, and any other relevant information.

Action Item: Mr.K. V. Govardhan Rao to prepare and disseminate exam-related information to students through appropriate channels.

Arranging Accommodations for Special Needs Students:

The committee discussed arrangements for accommodating special needs students during examinations.

It was decided to identify students with special needs in advance and make necessary accommodations, such as providing extra time or a separate venue.

Action Item: Mr.G.Sanjeev to coordinate with the student support services team to arrange 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