

CONSTITUTION OF EXAMINATION COMMITTEE

MINUTES OF MEETING

AVN Institute of Technology and Technology has constituted an Examination Minutes Of The Meeting to conduct examinations. The committee focuses on making policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of internal examinations.

The Examination Committee deals with all the issues in relation to examinations and hears the complaints received pertaining to any subject arising out of the conduct of examinations and decides the course of action.

AGENDA:

1. Formation Of Exam Branch Committee For The Academic Years
2. Finalization Of Committee Structure And Approval

The committee will comprise following members are from deferent department to ensure smooth flowing of all examination works with coordination

The committee should follow the rules and responsibility duty's allocation and approval and validity

EXAMBRANCH COMMITTEE MEMBERS:

Dr. A V HARI BABU	-	CONVENOR	<i>[Signature]</i>
Mr. Dr. K KIRAN KUMAR	-	MEMBER	<i>[Signature]</i>
Mr. R ANIL KUMAR	-	MEMBER	<i>[Signature]</i>
Mr. Ch ARUN KUMAR	-	MEMBER	<i>[Signature]</i>
B RAMESH	-	MEMBER	<i>[Signature]</i>
A Purna Prakash	-	Member	<i>[Signature]</i>
MdGandhi Babu	-	Member	<i>[Signature]</i>



Functions of the Committee:

1. Collecting question banks for all the subjects within 2 weeks from the commencement of semester.
2. Computation of total requirement of invigilators for each examination
3. Seating arrangements for internal and external examinations.
4. Conduct of External examinations (theory and practical)
5. Arranging dispatch of Answer Script bundles to JNTUH University.
6. Arranging required number of subject experts for evaluation at JNTUH University.
7. Downloading of question papers from University/External experts and printing, ensuring confidentiality
8. Preparation of Result Analysis.
9. To interact with University for exam related works.
10. Preparation of remuneration bills of invigilators, examiners (Internal as well as External).
11. To review from time to time, the results of end semester examinations and forward reports thereon to the Principal.

P. Nageswara Reddy

Dr P Nageswara Reddy

Principal
PRINCIPAL

AVN Institute of Engineering & Technology,
Mangalpatly (V) Patelguda (M)
Ibrahir am (M) R.R. Dist., T.S.

Copy to Convener for kind information

Principal office

All HODs

All the Committee members