

EXAMINATION COMMITTEE-2024-25

Purpose

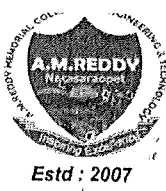
To ensure the smooth, fair, and transparent conduct of all internal and external examinations, maintaining academic integrity and compliance with university and regulatory standards.

Functions

- Plan and schedule internal assessments, midterms, and end-semester exams
- Coordinate with JNTUK for external examinations and evaluation procedures
- Prepare and circulate examination timetables
- Ensure secure handling of question papers and answer scripts
- Monitor invigilation duties and examination discipline
- Address student grievances related to exams
- Maintain records of attendance, results, and revaluation requests
- Submit reports and compliance documents to the university

Objectives

- **Academic Integrity**
Uphold fairness and transparency in all examination processes.
- **Operational Efficiency**
Ensure timely scheduling, conduct, and evaluation of exams.
- **Student Support**
Provide clear communication and grievance redressal mechanisms.
- **Regulatory Compliance**
Align with JNTUK, AICTE, and UGC guidelines for examinations.
- **Data Accuracy**
Maintain error-free records of marks, attendance, and results.
- **Continuous Improvement**
Review and refine examination procedures based on feedback.



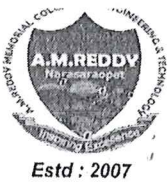
A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTU - Kakinadada, Accredited by NAAC,
Recognized by UGC 2(f), An ISO Certified 9001:2015
Web : www.amreddyengineering.ac.in, E-mail: principal.amreddyengineering@gmail.com
Petlurivaripalem, Narasaraopet, Andhra Pradesh.



Committee Composition

S. No.	Name	Designation	Role in Committee
1.	Dr. Ch. Mallikarjun	Principal	Chairman
2.	Mrs. P.V. Padmavathi	Administrative Officer	Member
3.	Mr. P S K Ganesh Kumar	HOD – ECE	Member
4.	Mr. M.Anand Kumar	HOD – CSE	Member
5.	Dr.K.Krishna Reddy	HOD – EEE	Member
6.	Mr. Vijay Kumar	HOD – MECH	Member
7.	Dr.M.E.Prasad	HOD – CYBER	Member
8.	Dr. G. Bhaskar Reddy	HOD – H&S	Member
9.	Mr. Ch. Chinna Babu	HOD – AG	Member
10.	Dr.K.Sreekar Chand	HOD-CE	Member
11.	Dr.K.Sreekar Chand	Controller of Examinations	Coordinator
12.	Mr. N Anjineyulu	I/C Exam Cell	Member Secretary
13.	Ms. P.Jhansi	Student – Final Year AG	Student Representative
14.	Mr. G.Ashok	Student – Final Year EEE	Student Representative



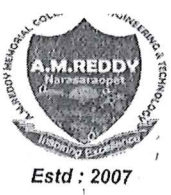
Meeting Frequency

- **Pre-semester Planning Meeting:** Before each semester begins
- **Mid-semester Review Meeting:** To assess progress and address issues
- **Emergency Meetings:** For urgent exam-related decisions or grievances

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with attendance, agenda, and resolutions
- **Exam Schedules & Duty Rosters:** Circulated and archived
- **Result Records:** Maintained securely and submitted to university
- **Grievance Logs:** Documented and resolved promptly
- **Compliance Reports:** Sent to JNTUK and regulatory bodies

Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dt)



Office of the Principal
Ref: AMR/EC/2024-25/01
Date: 20-06-2024

CIRCULAR

All members of the **Examination Committee** are hereby informed that the first meeting for the academic year **2024–25** will be held as per the details below:

- **Date:** 25-06-2024
- **Time:** 11:00 AM
- **Venue:** Principal's Conference Hall

Agenda:

1. Review of previous semester's examination process
2. Planning internal and external exam schedules
3. Finalizing invigilation duties and protocols
4. Updating grievance redressal procedures
5. Coordination with JNTUK for external exams
6. Any other examination-related matters

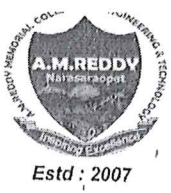

Dr. Ch. Mallikarjun

Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Dist), Guntur

Copy to:

- All HODs
- Dean – Academics
- Controller of Examinations
- Administrative Officer
- College Office



Minutes of the Meeting

Date: 25-06-2024

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

Discussion Summary

- Reviewed previous semester's exam conduct and feedback
- Internal exam calendar proposed and approved
- Invigilation duties assigned department-wise
- Grievance cell to be activated during exam periods
- Coordination with JNTUK for external exam logistics initiated

Resolutions Passed

1. Internal exams to begin from 15-07-2024
2. Invigilation duty roster to be circulated by 05-07-2024
3. Grievance cell to operate from 10-07-2024 to 30-07-2024
4. External exam coordination team to be formed by 01-07-2024

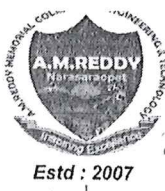
Members Present

S. No.	Name	Designation	Role in Committee	Signature
1	Dr. Ch. Mallikarjun	Principal	Chairman	
2	Mrs. P.V. Padmavathi	Administrative Officer	Member	
3	Mr. P S K Ganesh	HOD – ECE	Member	
4	Mr. M.Anand Kumar	HOD – CSE	Member	
5	Dr.K.Krishna Reddy	HOD – EEE	Member	
6	Mr. Vijay Kumar	HOD – MECH	Member	

7	Dr..M.E.Prasad	HOD – CYBER	Member	M.E.Prasad
8	Dr. G. Bhaskar Reddy	HOD – H&S	Member	BB
9	Mr. Ch. Chinna Babu	HOD – AG	Member	BB
10	Dr.K.Sreekar Chand	HOD-CE	Member	BB
11	Dr.K.Sreekar Chand	Controller of Examinations	Coordinator	BB
12	Mr. N Anjineyulu	I/C Exam Cell	Member Secretary	NAE
13	Ms. P.Jhansi	Student – Final Year CSE	Student Representative	P Jhansi
14	Mr. G.Ashok	Student – Final Year MECH	Student Representative	G. ashok.

Action Items

Task	Responsible Person	Deadline
Finalize internal exam dates	Academics	30-06-2024
Prepare invigilation roster	Controller of Examinations	05-07-2024
Activate grievance cell	Admin Officer	10-07-2024
Form external exam team	Principal's Office	01-07-2024



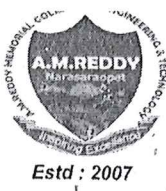
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Meeting Concluded at: 12:30 PM
Next Meeting Scheduled: 05-12-2024

Prepared by: Dr.K.Sreekar Chand Controller of Examinations	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman.	 Principal A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY PETLURIVARI PALEM Narasaraopet (Mid), Guntur(Dt.)



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Office of the Principal
Ref: AMR/EC/2024-25/02
Date: 01-12-2024

CIRCULAR

All members of the **Examination Committee** are requested to attend the follow-up meeting scheduled as follows:

- **Date:** 05-12-2024
- **Time:** 10:30 AM
- **Venue:** Principal's Conference Hall

Agenda:

- Review of mid-year examination reports
- Feedback from faculty and students
- Planning for end-semester exams
- Evaluation and result processing protocols
- Any pending exam-related grievances

Sd/-


Dr. Ch. Mallikarjun

Principal

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur.

Copy to:

- All HODs
- Dean – Academics
- Controller of Examinations
- Administrative Officer
- College Office

MINUTES OF THE MEETING

Date: 05-12-2024

Venue: Principal's Conference Hall

Chairperson: Dr. Ch. Mallikarjun

Discussion Summary

- Mid-year exams conducted successfully with minimal issues
- Student feedback highlighted need for more clarity in schedules
- Evaluation timelines discussed and finalized
- Revaluation and result declaration protocols reviewed

Resolutions Passed

1. End-semester exams to begin from 20-12-2024
2. Evaluation to be completed by 10-01-2025
3. Results to be declared by 15-01-2025
4. Revaluation window to open from 16-01-2025 to 20-01-2025

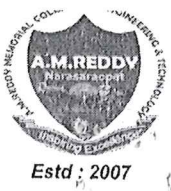
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12	Mr. N Anjineyulu	I/C Exam Cell	Member Secretary	NA
13	Ms. P.Jhansi	Student – Final Year CSE	Student Representative	Jhansi
14	Mr. G.Ashok	Student – Final Year MECH	Student Representative	GAshok

Action Items

Task	Responsible Person	Deadline
Finalize end-semester schedule	Dean (Academics)	10-12-2024
Coordinate evaluation process	Controller of Examinations	10-01-2025
Prepare result declaration	Admin Officer	15-01-2025
Launch revaluation portal	IT Cell	16-01-2025



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Meeting Concluded at: 12:00 PM
Next Meeting Scheduled: 25-06-2025

Prepared by: Dr.K.Sreekar Chand Controller of Examinations	
Approved by: Dr. Ch. Mallikarjun Principal – Chairman.	