

# A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)



Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC  
Recognized by UGC 2(f), An ISO Certified 9001:2015  
Vinukonda Road, Petturivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.

## EXAMINATION COMMITTEE-2025-26

### Purpose

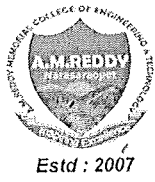
To ensure the smooth, fair, and transparent conduct of all internal and external examinations, maintaining academic integrity and compliance with university and regulatory standards.

### 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.



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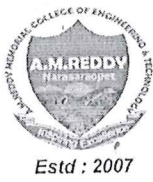
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## Committee Composition

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	HOD – ECE	Member
4.	Dr.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 CE	Student Representative
14.	Mr. G.Ashok	Student – Final Year CS	Student Representative



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## Meeting Frequency

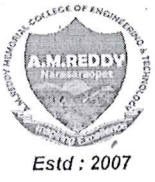
- **Pre-semester Planning Meeting:** Before each semester begins
- **Mid-semester Review Meeting:** To assess progress and address issues
- **Emergency Meetings:** For urgent exam-related decisions or grievances

## 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

PRINCIPAL  
A.M. REDDY MEMORIAL COLLEGE OF  
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PETLURIVARIPALEM,  
NARASARAOPET (MD), PALNADU (DT) - 522601



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Office of the Principal

Ref: AMRN/EC/2025-26/01

Date: 20-06-2025

## CIRCULAR

All members of the **Examination Committee** are hereby informed that the first meeting for the academic year **2025–26** will be held as per the details below:

- **Date:** 25-06-2025
- **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

**PRINCIPAL**

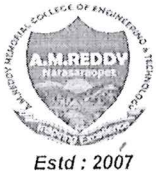
**A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY**

**(Autonomous)**

**PETTURIVARIPALEM**

**NARASARAOPET (MD, Palnadu Dist) - 522601**

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



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## Minutes of the Meeting

**Date:** 25-06-2025

**Venue:** Principal's Conference Hall

**Chairperson:** Dr. Ch. Mallikarjun

### Discussion Summary

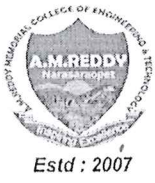
- Reviewed previous semester's exam conduct and feedback
- Internal exam calendar proposed and approved
- Invigilation duties assigned department-wise
- Grievance cell to be activated during exam periods
- Coordination with JNTUK for external exam logistics initiated

### Resolutions Passed

1. Internal exams to begin from 15-07-2025
2. Invigilation duty roster to be circulated by 05-07-2025
3. Grievance cell to operate from 10-07-2024 to 30-07-2025
4. External exam coordination team to be formed by 01-07-2025

### 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	Dr.M. Anand Kumar	HOD – CSE	Member	
5	Dr.K.Krishna Reddy	HOD – EEE	Member	
6	Mr. Vijay Kumar	HOD – MECH	Member	



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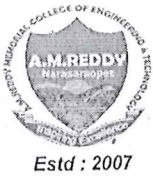
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7	Dr.M.E.Prasad	HOD – CYBER	Member	<i>M.E. Prasad</i>
8	Dr. G. Bhaskar Reddy	HOD – H&S	Member	<i>G. Bhaskar Reddy</i>
9	Mr. Ch. Chinna Babu	HOD – AG	Member	<i>Ch. Chinna Babu</i>
10	Dr.K.Sreekar Chand	HOD-CE	Member	<i>K.Sreekar Chand</i>
11	Dr.K.Sreekar Chand	Controller of Examinations	Coordinator	<i>K.Sreekar Chand</i>
12	Mr. N Anjineyulu	I/C Exam Cell	Member Secretary	<i>N. Anjineyulu</i>
13	Mr.K.Prathap	Student – Final Year CSE	Student Representative	<i>Prathap</i>
14	Ms.K.Sirisha	Student – Final Year EEE	Student Representative	<i>K.Sirisha</i>

## Action Items

Task	Responsible Person	Deadline
Finalize internal exam dates	Academics	30-06-2025
Prepare invigilation roster	Controller of Examinations	05-07-2025
Activate grievance cell	Admin Officer	10-07-2025
Form external exam team	Principal's Office	01-07-2025



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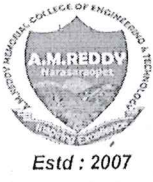
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Meeting Concluded at: 12:30 PM  
Next Meeting Scheduled: 05-12-2025

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

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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

PRINCIPAL

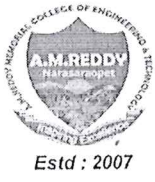
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## MINUTES OF THE MEETING

**Date:** 05-12-2024

**Venue:** Principal's Conference Hall

**Chairperson:** Dr. Ch. Mallikarjun

### Discussion Summary

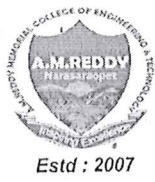
- Mid-year exams conducted successfully with minimal issues
- Student feedback highlighted need for more clarity in schedules
- Evaluation timelines discussed and finalized
- Revaluation and result declaration protocols reviewed

### 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

### 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	Dr.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	



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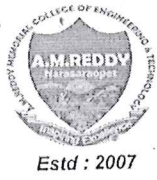


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8	Dr. G. Bhaskar Reddy	HOD – H&S	Member	
9	Mr. Ch. Chinna Babu	HOD – AG	Member	
10	Dr.K.Sreekar Chand	HOD-CE	Member	
11	Dr.K.Sreekar Chand	Controller of Examinations	Coordinator	
12	Mr. N Anjineyulu	I/C Exam Cell	Member Secretary	
13	Ms. P.Jhansi	Student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

## 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

<b>Prepared by:</b> Dr.K.Sreekar Chand Controller of Examinations	
<b>Approved by:</b> Dr. Ch. Mallikarjun Principal – Chairman.	 <b>PRINCIPAL</b>

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