



## RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

(Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada)  
NH-16, Valluru -523272, Ongole, Prakasam District, A.P, India

Ref: RGAN/A.Y.2018-19/Constitution of Examination Committee

Date: 07-05-2018

RISE Krishna Sai Gandhi Group of Institutions has constituted an Examination Committee with the following members for the Academic year 2018-19 to strengthen the examination facilities in the Institute and to procure the required Resources, Stationary, etc.

S.No	Name of the Member	Designation	Role	Signature
1	Dr. K.V. Subrahmanyam	Principal	Chairman	
2	Mr. VSRV Chinna Rao	Exam Section Incharge	Coordinator	
3	Mrs. P. Sita Lakshmi	Assistant Professor	Member	
4	Mr. I. Vidyasagar	Assistant Professor	Member	
5	Mrs. M. Sireesha	Assistant Professor	Member	
6	Mr. K.N. Kashyap Sai	Assistant Professor	Member	

**Terms:** One academic year and shall continue to be in force until reconstruction.

**Meetings:** Twice in a year and on any exigency.

PRINCIPAL

PRINCIPAL  
RISE KRISHNA SAI GANDHI  
GROUP OF INSTITUTIONS  
VALLURU:: ONGOLE.

Copy to:

1. PA to Principal
2. All HODs
3. All the Committee members



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NH-16, Valluru -523272, Ongole, Prakasam District, A.P, India

Ref: RGAN/A.Y.2018-19/EC/CIR/01

Date: 04-06-2018

### CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 06<sup>th</sup> June 2018 at 11:00 AM in the Principal chamber. In this connection, all the members are requested to attend the meeting without fail.

#### Agenda

1. To confirm the minutes of the last meeting of the examination committee.
2. To report the action taken on the minutes of the last meeting of examination committee.
3. To report about the important communications, received from JNTUK.
4. To discuss on examination schedules given by JNTUK.
5. Procurement of stationary.
6. Any other issues related to the examinations with the permission of the chair.

S.No	Name of the staff Member	Designation	Role
1	Dr. K.V.Subrahmanyam	Principal	Chairman
2	Mr. VSRV Chinna Rao	Exam Section Incharge	Coordinator
3	Mrs. P. Sita Lakshmi	Assistant Professor	Member
4	Mr. I. Vidyasagar	Assistant Professor	Member
5	Mrs. M. Sireesha	Assistant Professor	Member
6	Mr. K.N. Kashyap Sai	Assistant Professor	Member

**COORDINATOR**

Exam Section Incharge  
RISE Krishna Sai Gandhi  
Group of Institutions  
Vallur::Ongole.

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Ref: RGAN/A.Y.2018-19/EC/MOM/01

Date: 06-06-2018

### MINUTES OF MEETING OF EXAMINATION COMMITTEE

Minutes of the Meeting of Examination committee of Rise Krishna Sai Gandhi Group of Institutions, A.P., held on 06-06-2018 at 11:00 AM in the Principal's Chamber.

The meeting of Examination Committee commences with a welcome by Dr. K.V. Subrahmanyam, Chairman of the Examination Committee. Mrs. P. Sita Lakshmi has extended his cordial welcome to all members and read out the notes on agenda for discussion.

The following points as per the Agenda are discussed.

1. The minutes of Examination committee meeting held on 23-11-2017 were circulated to the members for the committee. As there were no comments it was declared that the minutes were confirmed.
2. The coordinator presented the action taken report on the previous meeting held on 23-11-2017.
3. The chairman advised to circulate important information to HoD's of all departments to the necessary extent like promotion rules, such as to promote from II year to III year & III year to IV year & substitute subjects for readmitted students etc.
4. Discussed about examination schedules given by JNTUK and suggested to take necessary steps required for conduction of exams (MID & End exams). The chair person has suggested Examination Incharge to prepare necessary schedules.
5. The committee has agreed to procure stationary for the A.Y. 2018-19.



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The following members were present during the meeting.

S.No	Name of the Staff Member	Designation & Department	Role	Signature
1	Dr. K.V. Subrahmanyam	Principal	Chairman	
2	Mr. VSRV Chinna Rao	Exam Section Incharge	Coordinator	
3	Mrs. P. Sita Lakshmi	Assistant Professor	Member	
4	Mr. I. Vidyasagar	Assistant Professor	Member	
5	Mrs. M. Sireesha	Assistant Professor	Member	
6	Mr. K.N. Kashyap Sai	Assistant Professor	Member	





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Ref: RGAN/A.Y.2018-19/EC/CIR/02

Date: 19-11-2018

### CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 22<sup>nd</sup> November 2018 at 02:00 PM in the Principal chamber. In this connection, all the members are requested to attend the meeting without fail.

#### Agenda

1. Proper maintenance of examination records.
2. Submission of exam records to JNTUK in scheduled time.
3. Guidelines for examiners related to the examinations.
4. To discuss on examination schedules given by JNTUK.
5. Conduct of internal and external examinations.

S.No	Name of the staff Member	Designation	Role
1	Dr. K.V.Subrahmanyam	Principal	Chairman
2	Mr. VSRV Chinna Rao	Exam Section Incharge	Coordinator
3	Mrs. P. Sita Lakshmi	Assistant Professor	Member
4	Mr. I. Vidyasagar	Assistant Professor	Member
5	Mrs. M. Sireesha	Assistant Professor	Member
6	Mr. K.N. Kashyap Sai	Assistant Professor	Member

**COORDINATOR**

Exam Section Incharge  
RISE Krishna Sai Gandhi  
Group of Institutions  
Vallur::Ongole.

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Ref: RGAN/A.Y.2018-19/EC/MOM/02

Date: 22-11-2018

### **MINUTES OF MEETING OF EXAMINATION COMMITTEE**

Minutes of the Meeting of Examination committee of Rise Krishna Sai Gandhi Group of Institutions, A.P., held on 22-11-2018 at 02:00 PM in the Principal's Chamber.

The meeting of Examination Committee commences with a welcome by Dr. K.V. Subrahmanyam, Chairman of the Examination Committee. Mr. K.N. Kashyap Sai has extended his cordial welcome to all members and read out the notes on agenda for discussion.

The following points as per the Agenda are discussed.

1. The coordinator explained about the maintenance of student attendance records, internal and external marks. After explaining the committee members were accepted and the chairman of the committee approved the same.
2. The coordinator stated with reference to the second agenda of the notice that, as per the requirement of JNTUK, Kakinada in the format provided by, the institution will provide examination records confidentially in the scheduled time. The chairman and members of the committee appreciated the work and accepted it.
3. The chairman of the committee explained the role of the examination invigilator is to ensure that examinations are conducted according to the norms given by JNTUK and the by-laws of the institution.
4. Discussed about the examination schedules given by JNTUK and suggested to take necessary steps required for the examinations (MID & End exams). The chair person has suggested Examination Incharge to prepare necessary schedules.
5. All the HODs had agreed to provide invigilators for smooth conduct of internal and external examinations.



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6	Mr. K.N. Kashyap Sai	Assistant Professor	Member	

