



Exams and Results Committee

The main purpose of Examination Policy of Institute is

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of students.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

The Function's of the committee

- Prepares relevant timetables of the Institute based on the Examination Time Table
- Prepares and display an overall Supervision Duty List
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities.
- Committee collects list of examiners for assessment of each subject from respective HODs.
- Ensures that the evaluation is completed on time
- Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- Ensures that the entire exam related documents reach the university in time.
- Conducts Internal Assessment examination as per academic calendar.
- Distributes marks lists to the students after the results of various examinations received from the University.
- Processes all Circulars, Guidelines, Office Orders, Notifications received by the University

Major Activities of Exam Cell

- Issue of Hall Tickets
- Issue of Duplicate Hall Ticket if required
- Revaluation Procedures
- Issue of Provisional Certificates
- Graduation Day Arrangements
- Conduct of Internal Assessment Tests
- Preparation of Tentative Schedules for Internal Assessment Tests

The Committee

S.No	Name of the Member	Designation	Position
1	Dr K V Subrahmanyam	Principal	Chairman, Chief Controller of Examinations
2	Dr G Padmaja Rani	Director of Evaluation, JNTUK Kakinada	University Nominee
3	Dr G Kishore	Professor in CSE	Member, Controller of Examinations
4	Mr Y Peddanna	In-charge, Examination Section	Member, Additional Controller of Examinations
5	Mr P Isaac Paul	HoD of CSE	Member
6	Mr S V Ravi Kumar	HoD of ECE	Member
7	Mrs P Sridevi	HoD of S&H	Member