



ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade

Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

Office Order

Date: 17-07-2017

Sub: Constitution of **Examination Committee** for the academic year 2017-18 – Reg.

The undersigned is pleased to constitute the **Examination Committee** with the following members for the academic year 2017-18. The convener is required to oversee the activities of the Committee, convene the meeting and report the recommendations to the Principal.

1. Mr. J. Pavan, Controllor of Examinations	Convener
2. Mr. M. V. Rajesh, ACE	Member
3. Mr. Ch. S. Murthy, ACE	Member
4. Mr. S. Hari Chandra Prasada, ACE	Member
5. Mr. V. S. N. Ch. Dattu, ACE	Member
6. Mr. P. Shiva Kumar, Asst. Prof., Dept. of CE	Member
7. Mr. Ch. B. Ayyappa Raju, Assoc. Prof., Dept. of EEE	Member
8. Mr. Rajesh Kumar, Asst. Prof., Dept. of ME	Member
9. Ms. Y. Yamini Devi, Asst. Prof., Dept. of ECE	Member
10. Mr. M. Kalyanram, Asst. Prof., Dept. of CSE	Member
11. Mr. G. Srinivas, Asst. Prof., Dept. of IT	Member
12. Mr. D. Ravikiran, Asst. Prof., Dept. of Min. E	Member
13. Mr. M. V. V. S. Anu Prakash, Asst. Prof., Dept. of PT	Member
14. Mr. Rahul Kumar Gupta, Asst. Prof., Dept. of Ag.E	Member
15. Ms. G. Ratnakumari, Asst. Prof., Dept. of H&BS	Member

FUNCTIONS:

- Formulating general examination policies and regulations that govern the functions of the examination section.
- Ensure smooth and orderly conduct of examinations in the institute as per guidelines from time to time.
- Arrange for paper set by faculty and printing of question papers.
- Collect statistics on various subjects/papers and enrolment there, including roll numbers of students.
- Prepare seating arrangement, exam timetable and requisition letter for invigilators and support staff.
- Allot supervision duties.
- To lay down the procedures for procurement, utilization and maintenance of resources required for the examination system.
- Organizing workshops and seminars for the improvement of the examination system.
- Make an inventory of the required Stationery well in advance and put up the requisition for required items at least 3 months in advance.

- Process the exam remuneration bills on time.
- Preparing budget proposals for the examination section.
- Submit the annual report on the activities of the examination section.

Dr. M. Sreenivasa Reddy

(Dr. M. Sreenivasa Reddy)
Principal

To
The members to comply with.

