



# ADITYA ENGINEERING COLLEGE (A)

Aditya Nagar, ADB Road, Surampalem

## Office Order

Date: 31-07-2023

Sub: Constitution of **Examination Committee** for the academic year 2023-24 – Reg.

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The undersigned is pleased to constitute the **Examination Committee** with the following members for the academic year 2023-24. 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, Dean (Evaluation)	Convener
2. Mr. Ch. S. S. N, Murthy. DCE	Member
3. Mr. S. Hari Chandra Prasad, DCE	Member
4. Mr. N. Siva Kumar, Asst. Prof., DCE	Member
5. Mr. M. Kalyan Ram, DCE	Member
6. Ms. P. Lakshmi, Assoc. Prof., Dept. of CE	Member
7. Mr. B. Veera Narayana, Assoc. Prof., Dept. of EEE	Member
8. Mr. Rajesh Kumar, Asst. Prof., Dept. of ME	Member
9. Mr. M. Neeladri, Assoc. Prof., Dept. of ECE	Member
10. Ms. N. Akhila, Asst. Prof., Dept. of CSE	Member
11. Ms. S. Sushma, Asst. Prof., Dept. of IT	Member
12. Mr. Ch. China Subba Rao, Asst. Prof., Dept. of PT	Member
13. Mr. M. John William, Asst. Prof., Dept. of Min.E	Member
14. Ms. Chandra Lekha, Asst. Prof., Dept. of Ag.E	Member
15. Mr. K.N.S.L Kumar, Assoc. Prof., Dept. of AIML	Member
16. Ms. D. V. L. Prasanna, Asst. Prof., Dept. of H&BS	Member
17. Ms. T. S. Chellayi, Asst. Prof., Dept. of MCA	Member
18. Ms. V. Suneetha, Assoc. Prof., Dept. of MS	Member
19. Mr. M. Raja, Sr. Assistant, Exam Section	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)**  
**Principal**



To  
The members to comply with.