



# 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: 15-07-2021

Sub: Constitution of **Examination Committee** for the academic year 2021-22 – Reg.

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The undersigned is pleased to constitute the **Examination Committee** with the following members for the academic year 2021-22. 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. Murthy, DCE	Member
3. Mr. S. Hari Chandra Prasad, DCE	Member
4. Mr. V. S. N. Ch. Dattu, DCE	Member
5. Dr. M. Rajesh, DCE	Member
6. Ms. K. Lakshmi, Assoc. Prof., Dept. of CE	Member
7. Mr. N. Rajesh, 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. N. Sivakumar, Asst. Prof., Dept. of CSE	Member
11. Ms. S. Sushma, Asst. Prof., Dept. of IT	Member
12. Dr. T. Abhishek Kumar, Asst. Prof., Dept. of Min.E	Member
13. Mr. M. V. V. S. Anu Prakash, Asst. Prof., Dept. of PT	Member
14. Ms. S. Jhansi Lakshmi, Asst. Prof., Dept. of Ag.E	Member
15. Ms. D. V. L. Prasanna, Assoc. Prof., Dept. of H&BS	Member
16. Ms. T. S. Chellayi, Asst. Prof., Dept. of MCA	Member
17. Ms. V. Suneetha, Assoc. Prof., Dept. of MS	Member
18. 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. S. Reddy*  
**(Dr. M. Sreenivasa Reddy)**  
**Principal**



To  
The members to comply with.



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## Office Order

Date: 01-10-2021

Sub: Constitution of **Results Committee** for the academic year 2021-22 – Reg.


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The undersigned is pleased to constitute the **Results Committee** with the following members for the academic year 2021-22. 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, Controller of Examinations                   | Convener |
| 2. Dr. N. Sumathi, Asst. Controller of Exams, JNTUK, Kakinada | Member   |
| 3. Dr. S. Rama Sree, Professor, Dean (Academics)              | Member   |
| 4. Dr. T. Narendrudu, Professor, Dean (Administration)        | Member   |
| 5. Dr. K. V. S. R. Murthy, Professor, Dean (R&D)              | Member   |

### FUNCTIONS:

- Publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- Keep a record of every issue related to the examinations.
- Prepare course/programme-wise distribution of pass percentage and submit the same to the IQAC Committee.

  
(Dr. M. Sreenivasa Reddy)  
Principal



To  
The members to comply with.

**Minutes of Complaints/grievances about evaluation**  
**Academic Year: 2021-22**





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## MINUTES OF EXAMINATION COMMITTEE MEETING HELD

ON 08-03-2022

The meeting of the Examination committee of Aditya Engineering College (A), Surampalem was held on 08.03.2022 at 10.30 AM in the Principal Chamber, Cotton bhavan. Dr. M Sreenivasa Reddy, Principal presided over the meeting.

### AGENDA

1. Review of revaluation applications received for the academic year 2021-22.
2. Any other items with the approval of the Chairman.

### DISCUSSION & RESOLUTIONS

Dr. M. Sreenivasa Reddy, Principal welcomed all members and started the discussion on Agenda points.

#### **Agenda 1: Review of revaluation applications received for the academic year 2021-22**

##### **Discussion:**

1. The Examination Committee has thoroughly analyzed the applications received for revaluation of B.Tech –V semester End examinations Regular AR19 - Jan 2022 and B.Tech – VII Semester End Examinations Regular AR17- Jan 2022.
2. One script corresponding to B.Tech- V semester end examinations Regular AR19- Jan 2022 was received for revaluation.
3. Two scripts corresponding to B.Tech- VII semester end examinations Regular AR17- Jan 2022 were received for revaluation.
4. The Committee has decided to release the revaluation results for the above said Examinations within 10 days.

##### **Memebers Present:**

1. Dr. M. Sreenivasa Reddy
2. Mr. J. Pavan, Assoc. Prof., Dean Evaluation
3. Mr. Ch. S .S. N. Murthy, Assoc. Prof., DCE
4. Mr. S. Hari Chandra Prasad, Assoc. Prof., DCE
5. Mr. Vinjamuri S N Ch Dattu, Assoc. Prof., DCE
6. Ms. K. Lakshmi, Assoc. Prof., Dept. of CE

Principal

Convener

Member

Member

Member

Member

PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

7. Mr. N. Rajesh, Assoc. Prof., Dept. of EEE
8. Mr. Rajesh Kumar, Asst. Prof., Dept. of ME
9. Ms. Y. Yamini Devi, Asst. Prof., Dept. of ECE
10. Mr. N. Sivakumar, Asst. Prof., Dept. of CSE
11. Ms. S. Sushma, Asst. Prof., Dept. of IT
12. Dr. Abhishek Kumar Tripathi, Asst. Prof., Dept. of Min.E
13. Mr. M. V. V. S. Anu Prakash, Asst. Prof., Dept. of PT
14. Ms. S. Jhansi Lakshmi, Asst. Prof., Dept. of Ag.E
15. Ms. D. V L Prasanna, Assoc. Prof., Dept. of H&BS

Member   
 Member   
 Member   
 Member   
 Member   
 Member   
 Member   
 Member   
 Member 

  
 Convener

#### Examination Committee

Controller of Examinations  
 Aditya Engineering College (A)  
 SURAMPALEM



PRINCIPAL

ADITYA ENGINEERING COLLEGE  
 SURAMPALEM - 533 437





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## MINUTES OF EXAMINATION COMMITTEE MEETING HELD

ON 28-06-2022

The meeting of the Examination committee of Aditya Engineering College (A), Surampalem was held on 28.06.2022 at 10.30 AM in the Principal Chamber, Cotton bhavan. Dr. M. Sreenivasa Reddy, Chairman presided over the meeting.

### AGENDA

1. Review of revaluation applications received for the academic year 2021-22.
2. Any other items with the approval of the Chairman.

### DISCUSSION & RESOLUTIONS

Dr. M. Sreenivasa Reddy, Principal welcomed all members and started the discussion on Agenda points.

#### **Agenda 1: Review of revaluation applications received for the academic year 2021-22**

#### **Discussion:**

1. The Examination Committee has thoroughly analyzed the applications received for revaluation of B.Tech – VIII Semester End Examinations Regular AR17- June 2022.
2. One script corresponding to B.Tech- VIII semester end examinations Regular AR17- June 2022 was received for revaluation.
3. The Committee has decided to release the revaluation results for the above said Examinations within 10 days.

#### **Memebers Present:**

1. Dr. M. Sreenivasa Reddy
2. Mr. J. Pavan, Assoc. Prof., Dean Evaluation
3. Mr. Ch. S. S. N. Murthy, Assoc. Prof., DCE
4. Mr. S. Hari Chandra Prasad, Assoc. Prof., DCE
5. Mr. Vinjamuri S N Ch Dattu, Assoc. Prof., DCE
6. Ms. K. Lakshmi, Assoc. Prof., Dept. of CE
7. Mr. N. Rajesh, Assoc. Prof., Dept. of EEE
8. Mr. Rajesh Kumar, Asst. Prof., Dept. of ME

Principal

Convener

Member

Member

Member

Member

Member

Member

  
  
  
  
  
  
  
  
PRINCIPAL  
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SURAMPALAM - 533 437

9. Ms. Y. Yamini Devi, Asst. Prof., Dept. of ECE

Member

10. Mr. N. Sivakumar, Asst. Prof., Dept. of CSE

Member

11. Ms. S. Sushma, Asst. Prof., Dept. of IT

Member

12. Dr. Abhishek Kumar Tripathi, Asst. Prof., Dept. of Min.E

Member

13. Mr. M. V. V. S. Anu Prakash, Asst. Prof., Dept. of PT

Member

14. Ms. S. Jhansi Lakshmi, Asst. Prof., Dept. of Ag.E

Member

15. Ms. D. V. L. Prasanna, Assoc. Prof., Dept. of H&BS

Member

  
Convener

**Examination Committee**

**Controller of Examinations**  
**Aditya Engineering College (A)**  
**SURAMPALEM**

  
PRINCIPAL

**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**