



# RISE KRISHINA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)

(An ISO 9001:2015 certified Institute)

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

Date: 03-06-2019

## CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 05<sup>th</sup> June 2019 at 02:00 PM in Principal chamber. In this connection, all 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

Sl.No	Name of the staff Member	Designation & Department	Role
1	Dr. A. V. Bhaskara Rao	PRINCIPAL	Chairman
2	Mr. N. Thirumalesh	Associate Professor, ECE	Co-ordinator
3	Mr. P. Raghava Reddy	Associate Professor, MCA	Exam Section In-charge
4	Mr. D. Rajesh	Associate Professor, CSE	Member
5	Mrs. N. Surekha	Associate Professor, EEE	Member
6	Mr. B. Chandra Mouli	Associate Professor, MECH	Member
7	Mr. N. Sivaprasad Rao	Associate Professor, CIVIL	Member
8	Mr. G. Vasu	Associate Professor, MBA	Member
9	Mr.N.V.Sivarao	Associate Professor, S&H	Member

*N. Thirumalesh*

**CO-ORDINATOR**

Mr. N. Thirumalesh

Associate Professor

Dept. of ECE

Copy to:

1. PA to Principal for filing
2. Examination Section
3. All HODs for information and circulate among the concerned staff members.



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Minutes of the Meeting of examination committee of Rise Krishna Sai Prakasam Group of Institutions, A.P., held on 09-06-2019 at 10:30 AM in the Principal's Chamber. Following members were present during the meeting.

Sl.No	Name of the staff Member	Designation & Department	Role
1	Dr. A. V. Bhaskara Rao	PRINCIPAL	Chairman
2	Mr. N. Thirumalesh	Associate Professor, ECE	Co-ordinator
3	Mr. P. Raghava Reddy	Associate Professor, MCA	Exam Section In-charge
4	Mr. D. Rajesh	Associate Professor, CSE	Member
5	Mrs. N. Surekha	Associate Professor, EEE	Member
6	Mr. B. Chandra Mouli	Associate Professor, MECH	Member
7	Mr. N. Sivaprasad Rao	Associate Professor, CIVIL	Member
8	Mr. G. Vasu	Associate Professor, MBA	Member
9	Mr.N.V.Sivarao	Associate Professor, S&H	Member

The meeting of Examination Committee commences with a welcome by Dr. L. Prasad, Chairman of the Examination Committee. Mr. N. Thirumalesh 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.

### Agenda-1: To confirm the minutes of the last meeting of the examination committee

The minutes of Examination committee meeting held on 06-06-2018 were circulated to the members for the committee. As there were no comments it was declared that the minutes were confirmed.

### Agenda-2: To report the action taken report on the on the minutes of the last meeting of examination Committee.

The coordinator presented the action taken report on the previous meeting held on 06-06-2018.

### Agenda-3: To report about the important communications, received from JNTUK.

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.



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### Agenda-4: To discuss on Examination Schedules given by JNTUK.

Discussed about examination schedules given by JNTUK and suggested to take necessary steps required for conduction of exams (MID & End exams)

The chairperson has suggested Examination In-Charge to prepare necessary schedules.

The meeting was concluded with thanks to the Chairperson.

Sl.No	Name of the staff Member	Designation & Department	Role	Signature
1	Dr. A. V. Bhaskara Rao	PRINCIPAL	Chairman	
2	Mr. N. Thirumalesh	Associate Professor, ECE	Co-ordinator	
3	Mr. P. Raghava Reddy	Associate Professor, MCA	Exam Section In-charge	
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