



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)
(An ISO 9001:2015 certified Institute, NBA accredited for B.Tech in ECE, EEE, CE, and ME)
NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

Date: 02-11-2020

CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 04th November 2020 at 3:00 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
5. To discuss on guidelines given by JNTUK for conducting various examination work during pandemic situation
6. Any other points with the approval of the chairperson

Sl.No	Name of the staff Member	Designation & Department	Role
1	Dr. A.V Bhaskara Rao	PRINCIPAL	Chairman
2	Mr. Anjaiah Vasipalle	Associate Professor, ECE	Co-ordinator
3	Mr. P. Raghava Reddy	Associate Professor, MCA	Exam Section In-charge
4	Mr. A. Sathiyaraj	Assistant Professor, CSE	Member
5	Mr. K. Gopi	Assistant Professor, EEE	Member
6	Mr. R. A. Koteswara Rao	Assistant Professor, CIVIL	Member
7	Mr. B. Chandra Mouli	Associate Professor, MECH	Member
8	Mr. R. Koteswara Rao	Assistant Professor, MBA	Member
9	Mr. D. Jayadev	Associate Professor, S&H	Member

Anjaiah
CO-ORDINATOR

Examination and Timetable Committee

Mr. Anjaiah Vasipalle

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 MEETING OF EXAMINATION COMMITTEE held on 04-11-2020.

Minutes of the Meeting of examination committee of Rise Krishna Sai Prakasam Group of Institutions, A.P., held on 04-11-2020 at 3:00 PM 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. Anjaiah Vasipalle	Associate Professor, ECE	Co-ordinator
3	Mr. P. Raghava Reddy	Associate Professor, MCA	Exam Section In-charge
4	Mr. A. Sathyaraj	Assistant Professor, CSE	Member
5	Mr. K. Gopi	Assistant Professor, EEE	Member
6	Mr. R. A. Koteswara Rao	Assistant Professor, CIVIL	Member
7	Mr. B. Chandra Mouli	Associate Professor, MECH	Member
8	Mr. R. Koteswara Rao	Assistant Professor, MBA	Member
9	Mr. D. Jayadev	Associate Professor, S&H	Member

The meeting of Examination Committee commences with a welcome by Dr. A. V. Bhaskara Rao, Chairman of the Examination Committee. Mr. Anjaiah Vasipalle 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 05-06-2019 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 05-06-2019.

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.

Agenda-5: To discuss on guidelines given by JNTUK for conducting various examination work during pandemic situation

The chairman instructed coordinator and exam section in-charge to monitor, strictly follow the SOP guidelines given by JNTUK like wearing a mask, maintain physical distance and timely sanitization of examination halls & common areas during conduction of examinations.

The seating arrangement shall be made such that only 12 to 15 students are accompanied per exam hall of size 66sqmt.

Agenda-6: Any other points with the approval of the chairperson

Discussed the availability of ministerial staff and procurement.

With the permission of chair, the meeting was concluded with the vote of thanks by the coordinator.

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