



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, ME and CSE)
NH-16, Valluru, -523272, Ongole, Prakasam District, A.P

Ref: RPRA/ETC/2022-2023/Cir/01

Date: 01-09-2022

CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 03rd September 2022 at 11:00 AM 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. Any other points with the approval of the chairperson

S.No	Name of the staff Member	Designation & Department	Role	Signature
1	Dr.A.V.Bhaskara Rao	PRINCIPAL	Chairman	
2	Mr.B.Nagaraju	Assistant Professor, ECE	Co-ordinator	
3	Mr.P.Raghava Reddy	Associate Professor, MCA	Exam Section In-charge	
4	Mr.N.Chakravarthi	Assistant Professor, CIVIL	Member	
5	Mr.N.Amara Lingeswara Rao	Associate Professor, EEE	Member	
6	Mr.A.Bala Krishna	Assistant Professor, MECH	Member	
7	Mr.K.V.Hareesh	Assistant Professor, ECE	Member	
8	Mr.T.Srinivas	Assistant Professor, CSE	Member	
9	Dr.K.Chandrika	Associate Professor, S&H	Member	
10	Mr.R.Koteswara Rao	Assistant Professor, MBA	Member	



CO-ORDINATOR

Examination and Timetable Committee
Mr.B.Nagaraju
Assistant 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.
4. IQAC Cell.



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Ref: RPRA/ETC/2022-2023/MOM/01

MINUTES OF MEETING OF EXAMINATION COMMITTEE held on 03-09-2022.

Minutes of the Meeting of examination committee of Rise Krishna Sai Prakasam Group of Institutions, A.P., held on 03-09-2022 at 11:00 AM in the Principal's Chamber. Following members were present during the meeting.

S.No	Name of the staff Member	Designation & Department	Role	Signature
1	Dr.A.V.Bhaskara Rao	PRINCIPAL	Chairman	
2	Mr.B.Nagaraju	Assistant Professor, ECE	Co-ordinator	
3	Mr.P.Raghava Reddy	Associate Professor, MCA	Exam Section In-charge	
4	Mr.N.Chakravarthi	Assistant Professor, CIVIL	Member	
5	Mr.N.Amara Lingeswara Rao	Associate Professor, EEE	Member	
6	Mr.A.Bala Krishna	Assistant Professor, MECH	Member	
7	Mr.K.V.Hareesh	Assistant Professor, ECE	Member	
8	Mr.T.Srinivas	Assistant Professor, CSE	Member	
9	Dr.K.Chandrika	Associate Professor, S&H	Member	
10	Mr.R.Koteswara Rao	Assistant Professor, MBA	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 03-09-2022 at 11:00AM 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 minutes of the last meeting of examination Committee.

The coordinator presented the action taken report on the previous meeting held on 04 - 09-2021.





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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.

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: Any other item with the permission of the chair.

As there was no item with permission of Chair, the meeting was concluded with the vote of thanks by Coordinator.

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1	Dr.A.V.Bhaskara Rao	PRINCIPAL	Chairman	
2	Mr.B.Nagaraju	Assistant Professor, ECE	Co-ordinator	
3	Mr.P.Raghava Reddy	Associate Professor, MCA	Exam Section In-charge	
4	Mr.N.Chakravarthi	Assistant Professor, CIVIL	Member	
5	Mr.N.Amara Lingeswara Rao	Associate Professor, EEE	Member	
6	Mr.A.Bala Krishna	Assistant Professor, MECH	Member	
7	Mr.K.V.Hareesh	Assistant Professor, ECE	Member	
8	Mr.T.Srinivas	Assistant Professor, CSE	Member	
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Ref: RPRA/ETC/2022-23/ Constitution of Examination and Timetable Committee.

Date: 08-08-2022

The undersigned is pleased to constitute Examination Committee with the following members for the academic year 2022-23 to strengthen the examination facilities in the Institute and to procure the required Resources, Stationary, etc.

S.No	Name of the staff Member	Designation & Department	Role	Signature
1	Dr.A.V.Bhaskara Rao	PRINCIPAL	Chairman	
2	Mr.B.Nagaraju	Assistant Professor, ECE	Co-ordinator	
3	Mr.P.Raghava Reddy	Associate Professor, MCA	Exam Section In-charge	
4	Mr.N.Chakravarthi	Assistant Professor, CIVIL	Member	
5	Mr.N.Amara Lingeswara Rao	Associate Professor, EEE	Member	
6	Mr.A.Bala Krishna	Assistant Professor, MECH	Member	
7	Mr.K.V.Hareesh	Assistant Professor, ECE	Member	
8	Mr.T.Srinivas	Assistant Professor, CSE	Member	
9	Dr.K.Chandrika	Associate Professor, S&H	Member	
10	Mr.R.Koteswara Rao	Assistant Professor, MBA	Member	

Terms: One academic year and shall continue to be in force until reconstruction

Meetings: Once in a year and on any exigency.

Role of Members: With the approval of the Principal convene meeting(s) to reflect the notifications and ordinance issued by the university and priorities of the college, coordinates and prepares the seating arrangement, allotted duties and intimated to the concerned well in advance for the smooth conduction of exams.

PRINCIPAL
PRINCIPAL

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of Institutions, Valluru - 523 272

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Management of the Examination and Timetable Committee

A.Y: 2022-23

1. Co-ordinator

Mr. B.Nagaraju

Assistant Professor, Dept. of ECE

2. Exam Section In-charge

Mr. P. Raghava Reddy

Associate Professor, Dept. of MCA

3. Department Co-ordinators

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4	Mr.N.Amara Lingeswara Rao	Associate Professor, EEE	Member	
5	Mr.A.Bala Krishna	Assistant Professor, MECH	Member	
6	Mr.K.V.Hareesh	Assistant Professor, ECE	Member	
7	Mr.T.Srinivas	Assistant Professor, CSE	Member	
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CO-ORDINATOR



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