

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/EEC/2018-19/7/1

Dt: 6th Jul 2018**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Examination Evaluation Committee (EEC)" for the Academic Year 2018-19.

S.No.	Name of the person	Designation	Status of the
1.	Dr. Ch.Narasimham	Principal	Chairperson
2.	Mr. K.Pavan Krishna	GB Member	External Member
3.	Mr.R.Rudrabhi Ramu	Controller of Examinations	Member
4.	Dr. Ben Swaroop	Dean Academics	Member
5.	Mr.K.Ramappadu	ACE-1	Invited Member
6.	Mr.Ch.Sreenivasa Reddy	ACE-2	Invited Member
7.	Mr.Vivek Viswanath	ACE-3	Invited Member
8.	Mr. K.Leela Kumar	ACE-4	Invited Member
9.	Mr. M.Srinu	ACE-5	Invited Member
10.	Dr. B Sateesh	Dean Evaluation	Member Secretary

The Prime tasks of the Committee are as follows:

1. Liaisoning with examination section of JNTUK regarding the conduct of examinations (UG&PG), Spot valuation
2. Identification of detained candidates and promoted candidates based on credits and attendance
3. Estimation of stationary requirements for conduction of examinations
4. Monitoring of conducting University and internal examinations

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file


PRINCIPAL**PRINCIPAL**
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/EEC/Cir./2018-19/7/1

Dt: 09-07-2018

CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 11-07-2018 at 3.30 pm in AKCNB hall. Therefore all the "Examination Evaluation Committee (EEC)" Members are hereby requested to attend with the meeting.

Agenda:

- Circulation of internal and external examination schedules.
- Invitations for Question Papers setting.
- Conduct of Internal and External examinations.
- Evaluation and declaration of results.
- Preparation of marks memos and other certificates.
- Proposals for Project Examiners.


Member Secretary

Copy to:

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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



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Lr. No.VIIT (A)/Dean Examination /EEC-1/2018-19

Date: 11 July 2018

Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall
Chaired by : Dr. Ch. Narasimham, Principal

Meeting Agenda:

- Circulation of internal and external examination schedules.
- Invitations for Question Papers setting.
- Conduct of Internal and External examinations.
- Evaluation and declaration of results.
- Proposals for Exam cell software.
- Preparation of marks memos and other certificates.

Members Present:

S.No.	Name of the person	Designation	Status of the
1.	Dr. Ch.Narasimham	Principal	Chairperson
2.	Mr. K.Pavan Krishna	GB Member	External Member
3.	Mr.R.Rudrabhi Ramu	Controller of Examinations	Member
4.	Dr. Ben Swaroop	Dean Academics	Member
5.	Mr.K.Ramappadu	ACE-1	Invited Member
6.	Mr.Ch.Sreenivasa Reddy	ACE-2	Invited Member
7.	Mr.Vivek Viswanath	ACE-3	Invited Member
8.	Mr. K.Leela Kumar	ACE-4	Invited Member
9.	Mr. M.Srinu	ACE-5	Invited Member
10.	Dr. B Sateesh	Dean Evaluation	Member Secretary


Points discussed:

- Invited all members of examinations and evaluation committee and advised them to prepare examination schedules for the forth coming semester in tune with academic calendars.
- EEC is recommended to submit Results analysis of all batches.
- Dean Evaluation advised to raise purchase orders to procure documents namely marks memos, provisional certificates, consolidated marks memos and transcripts etc.
- A proposal is raised to acquire Exam cell software from various vendors.
- EEC is advised to prepare examination schedules in accordance with JNTU examinations and further advised to submit a detailed report with reference to deviations from JNTU academic calendars.

Meeting is concluded with a thanks note.

Action taken report:

- Await approval and implementation of proposed Exam Cell software.
- Collect feedback on the current examination processes for continuous improvement.
- Plan for future examination cycles with an aim of enhancing efficiency and effectiveness.
- Monitor the process of marks memo and certificate issuance to ensure timely delivery.


Member Secretary




Principal
PRINCIPAL
VIGNAN'S INSTITUTE OF
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VIIT/EEC/Cir./2018-19/1/1

Dt: 20-01-2019

CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 20-01-2019 at 3.30 pm in AKCNB hall. Therefore all the "Examination Evaluation Committee (EEC)" Members are hereby requested to attend with the meeting.

Agenda:

- Circulation of internal and external examination schedules.
- Invitations for Question Papers setting.
- Conduct of Internal and External examinations.
- Evaluation and declaration of results.
- Preparation of marks memos and other certificates.
- Proposals for Project Examiners.


Member Secretary

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Lr. No.VIIT (A)/Dean Examination /EEC-2/2018-19

Date: 21 January 2019

Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall
Chaired by : Dr. Ch. Narasimham, Principal

Meeting Agenda:

- Circulation of internal and external examination schedules.
- Invitations for Question Papers setting.
- Conduct of Internal and External examinations.
- Submission of Autonomous Results to JNTUK.
- Evaluation and declaration of results.
- Issue of certificates to passed out students.

Members Present:

S.No.	Name of the person	Designation	Status of the
1.	Dr. Ch.Narasimham	Principal	Chairperson
2.	Mr. K.Pavan Krishna	GB Member	External Member
3.	Mr.R.Rudrabhi Ramu	Controller of Examinations	Member
4.	Dr. Ben Swaroop	Dean Academics	Member
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8.	Mr. K.Leela Kumar	ACE-4	Invited Member
9.	Mr. M.Srinu	ACE-5	Invited Member
10.	Dr. B Sateesh	Dean Evaluation	Member Secretary

Points discussed:

- Invited all members of examinations and evaluation committee, Controller of Examinations submitted the data and other documents discussed in previous meeting, and reviewed by all members present.
- A Committee is formulated to verify autonomous results before going to submit to JNTUK for ratification.
- EEC advised the committee members to prepare examination schedules for the even semester in tune with academic calendars.
- EEC is advised to review the Question papers data base with reference to the recommendations given by Moderators and Chief moderator.
- Entire evaluation process is completed within the stipulated time, and invited proposals to purchase or develop software to finish the results at the earliest.
- Certificates are issued to all eligible candidates and the relevant data submitted to University authorities.
- EEC is advised to collect sample format to generate Transcripts.

Meeting is concluded with a thanks note.

Action taken report:

- Continuous Improvement: Seek feedback on the examination processes for enhancement.
- Future Planning: Plan upcoming examination cycles with a focus on efficiency.
- Communication: Maintain communication with JNTUK regarding Autonomous Results submissions.
- Process Optimization: Monitor certificate issuance process for efficiency improvements.


Member Secretary




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