



# VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/EEC/2020-21/7/1

Dt: 6<sup>th</sup> Jul 2020

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Examination Evaluation Committee (EEC)" for the Academic Year 2020-21.

S.No.	Name of the person	Designation	Status of the
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhana Rao	GB Member	External Member
3.	Dr. P.Rajesh	Controller of Examinations	Member
4.	Dr. Syed Kamaluddin	Dean Academics	Member
5.	Dr. R Hanumanth Rao	Assoc. Dean Academics	Member
6.	Mr.D.Ganesh	ACE (2020-AB)	Invited Member
7.	Mr.Ch.Srinivasa Reddy	ACE (2018-AB)	Invited Member
8.	Mr.P.Suresh	ACE (2019-AB)	Invited Member
9.	Mr. K.Leela Kumar	ACE (2017 -AB)	Invited Member
10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	Dr. B Sateesh	Dean Evaluation	Member Secretary

The Prime tasks of the Committee are as follows:

1. Laisoning 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  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duwada, Visakhapatnam-49



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VIIT/EEC/Cir./2020-21/8/1

Dt: 09-08-2020

## CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 10-08-2020 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.

*Bell*  
Member Secretary

### Copy to:

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





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Lr. No.VIIT (A)/Dean Examination /EEC-1 /2020-21

Date: 10 August 2020

## Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall (Blended mode)  
Chaired by : Dr. B.Arundhati, Principal

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### 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.
- Results analysis.

### Members Present:

S.No.	Name of the person	Designation	Status of the
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhana Rao	GB Member	External Member
3.	Dr. P.Rajesh	Controller of Examinations	Member
4.	Dr. Syed Kamaluddin	Dean Academics	Member
5.	Dr. R Hanumanth Rao	Assoc. Dean Academics	Member
6.	Mr.D.Ganesh	ACE (2020-AB)	Invited Member
7.	Mr.Ch.Srinivasa Reddy	ACE (2018-AB)	Invited Member
8.	Mr.P.Suresh	ACE (2019-AB)	Invited Member
9.	Mr. K.Leela Kumar	ACE (2017 -AB)	Invited Member
10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	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.
- It is decided to request all the heads of the departments to obtain details of senior faculty members working at reputed Institutes like IITs, NITs, Universities and some Autonomous Institutions as to get end semester question papers.
- Proposal is submitted for the materials like stationery, other “paraphernalia” to conduct external and internal examinations, are approved.
- Strict instructions are given to the examination section team to complete the entire evaluation process within 10 days after the last course exam.
- Dean Evaluation advised to raise purchase orders to procure documents namely marks memos, provisional certificates, consolidated marks memos and transcripts, so that duly completed documents would be issued to the students at the earliest possible date.
- EEC is advised to prepare a detailed report indicating pass percentages and students with zero, one and two backlogs to cope up with placement requirements.

Meeting is concluded with a thanks note.

#### **Action Taken Report:**

- Gather feedback from faculty and students on the examination process.
- Implement improvements based on results analysis.
- Plan for upcoming examination cycles, considering lessons learned.
- Continue to enhance communication channels for exam-related updates.
- External examination arrangements were successfully managed.
- Evaluation of internal exam papers is complete. Results have been declared and are available for students.

  
Member Secretary



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

Copy to

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- Rector office
- All members of the committee
- Master file



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VIIT/EEC/Cir./2020-21/8/1

Dt: 09-02-2021

## CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 15-02-2021 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-2/2020-21

Date: 15 Feb 2021

## Minutes of the Examination Evaluation Committee

Venue : Board Room (Blended Mode)

Chaired by : Dr. B. Arundhathi, Principal.

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### 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.
- Necessary measures to conduct examinations during pandemic situation.

### Members Present:

S.No.	Name of the person	Designation	Status of the
1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhana Rao	GB Member	External Member
3.	Dr. P.Rajesh	Controller of Examinations	Member
4.	Dr. Syed Kamaluddin	Dean Academics	Member
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10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	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 (Proposals for Online and Offline modes).
- It is decided to request all the heads of the departments to prepare subject wise question banks in the form of multiple-choice pattern by senior faculty members.
- Proposal is submitted to conduct examinations through online mode due to COVID, to JNTUK for further approval.
- EEC is advised to complete Evaluation process at earliest possible by considering pandemic situation.
- Dean Evaluation advised to raise purchase orders to procure documents namely marks memos, provisional certificates, consolidated marks memos and transcripts, so that duly completed documents would be issued to the students at the earliest possible date.

Meeting is concluded with a thanks note.

**Action taken report:**

- Explore technology integration for examinations.
- Plan and conduct faculty training workshops using internal resources.
- Develop a communication plan for exam updates.

  
Member Secretary

  
Principal  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
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