



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/2021-22/7/1

Dt: 6th Jul 2021

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Examination Evaluation Committee (EEC)" for the Academic Year 2021-22.

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. A. Nagajyothi	Dean Academics	Member
5.	Dr. R Hanumanth Rao	Assoc. Dean Academics	Member
6.	Mr.D.Ganesh	ACE (2021-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 (2020 -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. 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



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VIIT/EEC/Cir./2021-22/8/1

Dt: 09-08-2021

CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 10-08-2021 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

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 /2021-22

Date: 10 August 2021

Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall
Chaired by : Dr. B.Arundhati, Principal

Meeting Agenda:

- To discuss on Circulation of internal and external examination schedules.
- To discuss about 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.

Members Present:

	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. A. Nagajyothi	Dean Academics	Member
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6.	Mr.D.Ganesh	ACE (2021-AB)	Invited Member
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11.	Dr. B Sateesh	Dean Evaluation	Member Secretary

Points discussed:

- Examination Department to ensure schedules are distributed to all relevant stakeholders and 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.
- During the meeting, it was decided to request all department heads to gather information on senior faculty members from renowned institutions such as IITs, NITs, Universities, and select Autonomous Institutions. The purpose of this request is to acquire end semester question papers for reference and quality enhancement.
- 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 collect particulars of senior faculty to act as Project Examiners for the forth coming examinations.

Meeting is concluded with a thanks note.

Action Taken Report:

- The Examination Department has finalized the schedules and distributed them to all departments. Invitations were sent out to all faculty members for submitting question papers. Internal examinations have been scheduled as per the circulated timetable. External examination arrangements are in progress. Evaluation of internal exam papers is underway. Result declaration is scheduled. Marks memos and certificates for internal exams have been prepared and will be distributed upon result declaration. A list of proposed project examiners has been compiled and will be presented for approval at the next meeting. The discussed actions have been implemented or are in progress. We are on track with the examination process timeline.


Member Secretary




Principal

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VIIT/EEC/Cir./2021-22/2/1

Dt: 10-02-2022

CIRCULAR

It is here by informed that there will be Examination Evaluation Committee meeting on 11-02-2022 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.
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Lr. No. VIIT (A)/Dean Examination /EEC-2/2021-22

Date: 11 Feb 2022

Minutes of the Examination Evaluation Committee

Venue : Board Room _AKCNB Hall.

Chaired by : Dr. B. Arundhati, Principal.

Meeting Agenda:

1. Create an online feedback form for exam process feedback.
2. Review and enhance examination security measures.
3. Explore technology integration for examinations.
4. Plan and conduct faculty training workshops.
5. Develop a communication plan for exam updates.

Members Present:

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1.	Dr. B Arundhati	Principal	Chairperson
2.	Dr. V. Madhusudhana Rao	GB Member	External Member
3.	Dr.P. Rajesh	Controller of Examinations	Member
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10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	Mr.R.Rudrabhi Ramu	Dean Evaluation	Member Secretary

Points discussed:

Online Feedback Form for Exam Process Feedback

It was agreed to create an online feedback form to gather feedback from students and faculty regarding the examination process. Examination Department to develop an online feedback form and ensure it is accessible to students and faculty.

Review and Enhancement of Examination Security Measures:

The need to review and improve examination security measures was discussed. Security team to conduct a thorough review of current security measures and propose enhancements.

Exploration of Technology Integration for Examinations:

Discussion on exploring technological solutions to improve the examination process. Examination Department to research and explore options for technology integration such as online submission of answer scripts, virtual proctoring, and digital attendance.

Planning and Conduct of Faculty Training Workshops:

Importance of conducting training workshops for faculty on examination procedures. Organize training workshops for faculty members to familiarize them with examination processes and guidelines.

Meeting is concluded with a thanks note.

Action Taken Report:

- Development of the online feedback form for exam process feedback.
- Conducting a thorough review of examination security measures and proposing enhancements.
- Researching and exploring technology integration options for examinations.
- Planning and conducting faculty training workshops on examination procedures.
- Creating a communication plan for timely exam updates.


Member Secretary




Principal

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