



# VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/EEC/2022-23/6/1

Dt: 15<sup>th</sup> Jun 2022

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as  
“**Examination Evaluation Committee (EEC)**” for the Academic Year 2022-23.

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	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.	Mr.R.Rudrabhi Ramu	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 and conduction of 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, Duvvada, Visakhapatnam-49



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VIIT/EEC/Cir./2022-23/8/1


Dt: 08-08-2022

## CIRCULAR

It is here by informed that there will be "Examination Evaluation Committee (EEC)" meeting on 10-08-2022 at 10.30 am in AKCNB Hall Board Room. Therefore all the members of the "Examination Evaluation Committee (EEC)" are hereby requested to attend with the meeting.

Agenda:

1. Internal and external examination schedules will be circulated.
2. Requests for setting question papers will be sent out.
3. Internal and external examinations will be conducted as scheduled.
4. Results will be evaluated and declared promptly.
5. Marks memos and certificates will be prepared accordingly.
6. Proposals for project examiners will be submitted.

  
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 /2022-23

Date: 10<sup>th</sup> August 2022

## Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall  
Time : 10.30 AM  
Chaired by : Dr. B.Arundhati, Principal

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### Meeting Agenda:

1. Internal and external examination schedules will be circulated.
2. Requests for setting question papers will be sent out.
3. Internal and external examinations will be conducted as scheduled.
4. Results will be evaluated and declared promptly.
5. Marks memos and certificates will be prepared accordingly.
6. Proposals for project examiners will be submitted.

### 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. 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
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9.	Mr. K.Leela Kumar	ACE (2020 -AB)	Invited Member
10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	Mr.R.Rudrabhi Ramu	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 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:**

- Distribution of examination results to students on time.
- Ensure the finalization of project examiners and communication of selections to departments.
- Any follow-up actions required based on the evaluation of exam processes will be addressed in the next meeting.

  
**Member Secretary**



  
**Principal**  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-53

Copy to

- All Deans & HoDs for Circulation and Communication
- Principal office
- Rector office
- All members of the committee
- Master file



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VIIT/EEC/Cir./2022-23/8/1

Dt: 08-02-2023

## CIRCULAR

It is here by informed that there will be "Examination Evaluation Committee (EEC)" meeting on 11-02-2023 at 10.30 am in AKCNB Hall Board Room. Therefore all the members of the "Examination Evaluation Committee (EEC)" are hereby requested to attend with the meeting.

Agenda:

1. Circulation of internal and external examination schedules.
2. Invitations for Question Papers setting.
3. Conduct of Internal and External examinations.
4. Evaluation and declaration of results.
5. Measures to improve Evaluation process.
6. JNTU GV guidelines to conduct examinations.

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Member Secretary



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Lr. No. VIIT (A)/Dean Examination /EEC-2/2022-23

Date: 11 Feb 2023

## Minutes of the Examination Evaluation Committee

Venue : Board Room \_AKCNB Hall.  
Time : 10.30 AM  
Chaired by : Dr. B. Arundhati, Principal.

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### Meeting Agenda:

1. Circulation of internal and external examination schedules.
2. Invitations for Question Papers setting.
3. Conduct of Internal and External examinations.
4. Evaluation and declaration of results.
5. Measures to improve Evaluation process.
6. JNTU GV guidelines to conduct examinations.

### Members Present:

S.No.	Name of the person	Designation	Status of the
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10.	Mr. Ch.Viswanadha sharma	ACE (PG)	Invited Member
11.	Mr.R.Rudrabhi Ramu	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 as well as placement schedules.
- EEC is advised to prepare difference between subject wise internal average marks percentage and external marks class average percentage to improve valuation quality, as soon as Semester examination results were declared.
- 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.
- Since our Institute affiliation is changed to JNTU GV, with effect from 2022 admitted batch students the design of answer booklets as well as marks memos must be changed accordingly.

Meeting is concluded with a thanks note.

**Action Taken Report:**

- Distribution of examination results to students as scheduled.
- Implementation of proposed measures to improve the evaluation process.
- Ongoing adherence to JNTU GV guidelines for future examinations.
- Follow-up meetings to assess the effectiveness of implemented measures and further improvements.

  
Member Secretary



  
Principal  
VIGNAN'S INSTITUTE OF  
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