



# 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/2019-20/7/1

Dt: 6<sup>th</sup> Jul 2019

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Examination Evaluation Committee (EEC)" for the Academic Year 2019-20.

S.No.	Name of the person	Designation	Status of the
1	Dr. B Arundhati	Principal	Chairperson
2	Mr. K.Pavan Krishna	GB Member	External Member
3	Dr. P.Rajesh	Controller of Examinations	Member
4	Dr. Syed Kamaluddin	Dean Academics	Member
5	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
6	Mr. D.Ganesh	ACE-1	Invited Member
7	Mr. Ch.Sreenivasa Reddy	ACE-2	Invited Member
8	Mr. P.Suresh	ACE-3	Invited Member
9	Mr. K.Leela Kumar	ACE-4	Invited Member
10	Mr. Ch.Viswanadha sharma	ACE-5	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  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/EEC/Cir./2019-20/8/1

Dt: 07-07-2019

**CIRCULAR**

It is here by informed that there will be Examination Evaluation Committee meeting on 09-07-2019 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.

*R. S. S.*  
Member Secretary

**Copy to:**

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- Principal Office
- Concerned Library members
- Library Notice Board





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Lr. No.VIIT (A)/Dean Examination /EEC-1/2019-20

Date: 09 July 2019

### Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall

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.
- Preparation of marks memos and other certificates.
- Integrated Course (2019 AB) curriculum.

#### Members Present:

S.No.	Name of the person	Designation	Status of the
1	Dr. B Arundhati	Principal	Chairperson
2	Mr. K.Pavan Krishna	GB Member	External Member
3	Dr. P.Rajesh	Controller of Examinations	Member
4	Dr. Syed Kamaluddin	Dean Academics	Member
5	Dr. R. Hanumantha Rao	Assoc. Dean Academics	Member
6	Mr. D.Ganesh	ACE-1	Invited Member
7	Mr. Ch.Sreenivasa Reddy	ACE-2	Invited Member
8	Mr. P.Suresh	ACE-3	Invited Member
9	Mr. K.Leela Kumar	ACE-4	Invited Member
10	Mr. Ch.Viswanadha sharma	ACE-5	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.
- EEC is recommended to update question papers data base with reference to new academic regulations.
- It is proposed to purchase new software to incorporate integrated course results.
- 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.
- A proposal is raised to design a format for Transcripts those who are going for higher studies.
- EEC is advised to make necessary modifications to change the weightage of internal marks and external marks.

Meeting is concluded with a thanks note.

  
Member Secretary



  
Principal  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
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VIIT/EEC/Cir./2019-20/8/1

Dt: 02-02-2020

**CIRCULAR**

It is here by informed that there will be Examination Evaluation Committee meeting on 03-02-2020 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.

  
Member Secretary

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Lr. No.VIIT (A)/Dean Examination /EEC-2/2019-20

Date: 03 Feb 2020

## Minutes of the Examination Evaluation Committee

Venue : Board Room – AKCNB Hall

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.
- 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. 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 Hanumantha Rao	Assoc. Dean Academics	Member
6	Mr. D.Ganesh	ACE-1	Invited Member
7	Mr. Ch.Sreenivasa Reddy	ACE-2	Invited Member
8	Mr. P.Suresh	ACE-3	Invited Member
9	Mr. K.Leela Kumar	ACE-4	Invited Member
10	Mr. Ch.Viswanadha sharma	ACE-5	Invited Member
11	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:**

- Collect feedback from faculty and students on the examination process.
- Plan for upcoming examination cycles, incorporating any lessons learned.
- Maintain communication with JNTUK regarding Autonomous Results submissions.
- Continue to monitor and improve the efficiency of the certificate issuance process.

Ensuring the smooth conduct of examinations, timely submission of results to JNTUK, and issuance of certificates to pass out students.

  
Member Secretary



  
Principal  
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