



# D.N.R.COLLEGE OF ENGINEERING & TECHNOLOGY

Balusumudi Bhimavaram – 2

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

(Accredited with B<sup>++</sup> Grade by NAAC)

Ph: 08816-221238 Email: [dnrcet@gmail.com](mailto:dnrctet@gmail.com) website: <https://dnrcet.org>

Administrative Office

No: DNRCE/OFFICE/2021/SEP/009

Date: 17.09.2021

Academic Year 2021-22

## OFFICE ORDER

### Examinations cell


Examinations Cell has been Reconstituted with the following members, under the Coordinator ship of **Dr K.B.V.S.R. Subrahmanyam** to look after the activities in the institution.

#### Committee members:

S No	Name	Designation	Department	Mobile
1.	Dr.M.Anjan Kumar	Chairman	Principal	9121214528
2.	Dr K.B.V.S.R. Subrahmanyam	Coordinator	EEE	9949746279
3.	Mr.K.S.V.N. Satyanarayana	Asst.Coordinator	MS	9989036099
4.	Mr.L.Bujji Babu	Member	CSE	9951795259
5.	Mr.K.Satish Kumar	Member	ECE	9010244111
6.	Mr.M.Srinu	Member	EEE	9490066752
7.	Mr.G. Vamsi Krishna	Member	ME	9490914363
8.	Mr.K.V. Subrahmanyam	Member	CE	9989036099

#### Functions:

- To set standards and frame rules and regulations for internal evaluation without violating the rules and regulations of the University.
- To ensure fair and unbiased system of examinations in the campus.
- To review the results at the end of each examination and produce the report for further analysis and steps for improvement.
- To ensure exam timetables according to the rules and regulations of university

  
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**EXAMINATIONS CELL**

### **Introduction:**

Examination cell plays a key role in evaluation part. The Examination Cell (Exam Cell) in DNRCT was headed by the Chief Superintendent of Examinations (Principal) with supporting staff. The Prime responsibility of Examination Cell is to conduct all examinations (Both Internal and External Exams) in fair and systematic manner under the direction of the Chief Superintendent of Examinations.

### **FUNCTIONS:**

1. Examination Cell serves all Examination notices received from University to all concerned.
2. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
3. Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.
4. Examination Cell mobilizes the staff during the Examination time, and assigning them duty as per the duty chart prepared.
5. Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format for sending them to University.
6. Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students.
7. Examination cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
8. Examination Cell keeps all records pertaining to examinations.
9. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.

*M. Anjan Kumar*  
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**Facilities Available:**

- One confidential room for downloading the external exam papers and taking the printouts.
- One store room for storing the examination booklets and the corrected answer booklets.
- One room for the seating of exam section staff having counters for collecting the exam fees , examination related grievances from the students.
- Two notices boards are available in the quadrangle for keeping the circulars, time tables and rooms allotment.
- Three Xerox machines, one scanner, three desktop computers etc. are available in exam section.

  
Co-ordinator

  
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**Examination Cell**

**DNRCET/EC/2021-22/06**

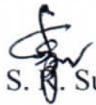
**CIRCULAR**


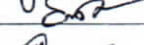





**Date: 09.02.2022**

All the Examination committee members are hereby informed that a meeting will be held in the conference hall from 3 pm to 4pm on 11/02/22, Friday for discussing the following points for the A.Y:2021-22 as the even semester is going to commence shortly.

**Agenda**


1. Review of previous minutes of the meeting
2. Conduction of External Exams as per JNTUK Timetable
3. Mid Exams as per Academic Calendar
4. Mid Question Papers setting
5. Announcement of Results
6. Mid Marks submission and posting-strictly adhering to the dates given by JNTUK
7. Procurement of one new Xerox machine to exam cell
8. Any other item with the permission of the chair

  
(Dr. K. B. V. S. R. Subrahmanyam)  
Co-ordinator

S. No	Name of the Faculty	Dept	Designation	Signature
1	Dr. KBVSR Subrahmanyam	EEE	Co-ordinator	
2	Mr.K.S.V.N.Satyanarayana	MBA	Member	
3	Mr.M.Srinu	EEE	Member	
4	Mr. L. Bujji Babu	CSE	Member	
5	Mr.K.Satish Kumar	ECE	Member	
6	Mr.G.Vamsi Krishna	ME	Member	
7	Mr.K.V.Subrahmanyam	CE	Member	

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1. The Principal 2. The file  
For circulation among committee members

  
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**Examination Cell**



**MINUTES OF THE SIXTH MEETING HELD ON 11/02/22**

**DNRCET/EC/2021-22/06**

Venue: Conference Hall

Time: 3 PM to 4PM

Date: 12/02/22

A meeting was held on 11/02/22, Friday in the conference hall and the following points were discussed in the meeting. Dr. KBVSR Subrahmanyam, Co-ordinator, Professor and HoD & Dean(Exams), invited all the committee members cordially to the meeting.

**The following faculty members were present for the meeting**

S. No	Name of the Faculty	Dept	Designation	Signature
1	Dr. KBVSR Subrahmanyam	EEE	Co-ordinator	
2	Mr.K.S.V.N.Satyanarayana	MBA	Member	
3	Mr.M.Srinu	EEE	Member	
4	Mr. L. Bujji Babu	CSE	Member	
5	Mr.K.Satish Kumar	ECE	Member	
6	Mr.G.Vamsi Krishna	ME	Member	
7	Mr.K.V.Subrahmanyam	CE	Member	

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## Agenda & Notes

**Item No.**

**Item**

**EC-Item 1: To review the minutes of the last meeting of the Examination Committee.**

Notes: The minutes of Examination committee meeting held on 09-11-2021 were circulated and reviewed to the members for the comments. As there were no comments, it was declared that the minutes were confirmed.

**RES-Item 1:** Approved

**EC-Item 2: To conduct the university external exams in healthy manner without any interference following COVID Protocols**

Notes: It was resolved to conduct university external exams following COVID protocols. Department members were informed to inspect the Exam halls and their cleanliness with power backup facilities.

**RES-Item 2:** Approved

**EC-Item 3: To conduct internal exams as per JNTUK timetable (both online and descriptive)**

Notes: As per the JNTUK timetable, mid exams are to be conducted, both online quiz and descriptive exam in a smooth manner and the detailed timetable is to be sent along with requirement of faculty (invigilators list) based on dept strength before 2 days of the commencement of exams.

**RES-Item 3:** Approved

**EC-Item 4:Mid Question Papers Setting**

Notes: It was resolved that all the mid question papers -3sets are to be submitted in soft and hard copies as per the format given ( as per blooms taxonomy and CO distribution) to exam cell 2 days before the commencement of mid exams and should be verified by DAC committee.

**RES-Item 4:** Approved

*H. Anjan Kumar*  
FACULTY  
D.N.R. College of Engg. & Tech.  
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**EC-Item 5: Announcement of Results of internal exams**

Notes: It was resolved that all the mid exams results are to be displayed in the notice board and submitted to the exam cell within 4 days after finishing the respective subject exam

**RES-Item 5:Approved**

**EC-Item 6: Mid Marks submission and posting**

Notes: All the individual department members are requested to inspect that mid marks are verified thoroughly by the respective class in-charges, prepare them as per the format given by JNTUK for submission to exam cell strictly adhering to the dates given by JNTUK which will be further uploaded in JNTUK portal.

**RES-Item 6: Approved**

**EC-Item 7: Procurement of one Xerox machine to exam cell**


Notes: It was resolved to procure a new Xerox machine in place of old one for smooth running of Examinations.

**RES-Item 7:Approved**

**EC-Item 8:Any other item with the permission of the chair**

Since there were no further discussion, finally, the meeting was concluded with the Vote of Thanks by the coordinator .

  
(Dr. KBVSR Subrahmanyam)  
Co-ordinator

  
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**Examinations Cell**

**DNRCET/EC/2021-22/05**

Venue: Conference Hall

Time: 4 PM to 5 PM

Date: 25/09/21

**CIRCULAR**

All the Examination committee members are hereby informed that a meeting will be held in the conference hall from 4PM to 5PM on 27/09/21, Monday for discussing the following points for the A.Y:2021-22 as the odd semester is going to commence shortly.

**Agenda**

1. Review of previous minutes of meeting
2. Result Analysis
3. Staff requirement
4. Invigilation duties
5. Conduction of Lab Exams
6. Check in time, all the JNTUK notifications and Timetables
7. Maintenance of the records of PCs of the outgoing students

S. No	Name of the Faculty	Dept	Designation	Signature
1	Dr. KBVSR Subrahmanyam	EEE	Co-ordinator	
2	Mr.K.S.V.N.Satyanarayana	MBA	Member	
3	Mr.M.Srinu	EEE	Member	
4	Mr. L. Bujji Babu	CSE	Member	
5	Mr.K.Satish Kumar	ECE	Member	
6	Mr.G.Vamsi Krishna	ME	Member	
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**Examinations Cell**

**DNRCET/EC/2021-22/05**

Venue: Conference Hall  
Time: 3 PM to 4PM

Date: 29/09/21

**MINUTES OF THE FIFTH MEETING HELD ON 27/09/21**

A meeting was held on 27/09/21, Monday in the conference hall and the following points were discussed in the meeting. Dr. KBVSR Subrahmanyam, Co-ordinator ,Professor and HoD, Dean(Exams) invited all the committee members cordially to the meeting.

**The following faculty members were present for the meeting**

S. No	Name of the Faculty	Dept	Designation	Signature
1	Dr. KBVSR Subrahmanyam	EEE	Co-ordinator Prof & HoD	
2	Mr.K.S.V.N.Satyanarayana	MBA	Member	
3	Mr.M.Srinu	EEE	Member	
4	Mr.L.Bujji Babu	CSE	Member	
5	Mr.K.Satish Kumar	ECE	Member	
6	Mr.G.Vamsi Krishna	ME	Member	
7	Mr.K.V.Subrahmanyam	CE	Member	

*H. Srinivasan*  
PRINCIPAL  
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## Agenda & Notes

**Item No.**

**Item**

**EC-Item 1: To review the minutes of the sixth meeting of the Examinations Committee.**

Notes: The minutes of Examination committee meeting held on 27-09-2021 were circulated and reviewed to the members for the comments. As there were no comments, it was declared that the minutes were confirmed.

**RES-Item 1: Approved**

**EC-Item 2: To Prepare the result analysis for University semester exams**

Notes: It was resolved to prepare the result analysis for University semester exams as soon as the results are declared by the JNTUK and circulate to all department HoDs for further action.

**RES-Item 2: Approved**

**EC-Item 3: To recruit one Non-Teaching staff in the Examination cell**

Notes: It was resolved by the committee members to recruit one Non-teaching staff member in the examination cell for smooth running.

**RES-Item 3: Approved**

**EC-Item 4: Invigilation duties by the faculty for both internal and External Exams**

Notes: It was resolved to communicate to all faculty members that all the internal and external exams invigilation duties must be strictly performed and no invigilator is allowed to carry mobile phones during invigilation duties.

**RES-Item 4: Approved**

**EC-Item 5: To conduct External lab exams as per the schedule given by JNTUK**

Notes: It was resolved that the external lab exams must be conducted as per the schedule given by JNTUK and prepare the time table after discussing with external examiners duly prepared in consultation with the HoDs. The OMR sheets are to be submitted as soon as the lab exams are completed, duly verified by the HoD and submit to the exam cell which should be submitted to JNTUK in time as per the dates mentioned.

**RES-Item 5: Approved**

*M. Anjan Kumar*  
PRINCIPAL  
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**EC-Item 6: Dissemination of JNTUK notifications, Circulars and Timetables**

Notes: It was resolved to disseminate all the JNTUK Notifications, circulars and timetables in time to various departments to avoid miscommunication and to take further steps.

**RES-Item 6:** Approved

**EC-Item 7: Maintenance of the records of PCs of the outgoing students**


Notes: It was resolved to maintain time to time records of PCs of the outgoing students of the respective batches and their status.

**RES-Item 7:** Approved

**EC-Item 8: Any other item with the permission of the chair**

Finally, the meeting was concluded with the Vote of Thanks by the coordinator

  
(Dr. KBVSR Subrahmanyam)  
Co-ordinator

  
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