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GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT POLYTECHNIC :: RAJAMPETA
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



MINUTES OF THE EXAMINATION COMMITTEE MEETING

Date: 7th October 2022 (Monday)

Venue: Principal's Chamber

Chairperson: Principal

Members Present: HoDs, Chief Invigilators, Internal Squad

Agenda:

- Conduct of October/November 2022 supplementary exams.
- Hall ticket and nominal roll distribution plan.
- Planning for practical exams and internal assessments.
- Examination discipline and student grievances.

Resolutions:

- Nominal rolls to be cross-verified by respective HoDs.
- Practical exam dates fixed from 24th October.
- Squad constituted for malpractice prevention.
- Suggestion box installed for exam-related grievances.

EXAMINATION CELL			
Dr Y. SUDHAKAR	Principal	Chairman	
Sri C.SIVA REDDY	L/ Mec Engg	Convener	
Sri N. RAJA	L/Maths	Member	
Smt G SUNEETHA	Senior Assistant	Member	

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MINUTES OF THE EXAMINATION COMMITTEE MEETING

Date: 21st March 2023 (Tuesday)

Venue: Examination Cell

Chairperson: Principal

Members Present: Chief Superintendent, HoDs, Examination Incharge, Senior Lecturers

Agenda:

- Planning for April 2023 Semester Exams.
- Finalization of invigilation schedules.
- Seating plan and hall arrangements.
- Internal marks uploading and verification.

Resolutions:

- Invigilation duties to be rotated fairly among staff.
- Seating arrangements to follow distancing norms.
- All departments to upload internal marks before 31st March.
- Xerox and stationery to be stocked by 28th March.

EXAMINATION CELL			
Dr Y. SUDHAKAR	Principal	Chairman	<i>[Signature]</i>
Sri C.SIVA REDDY	L/ Mec Engg	Convener	<i>[Signature]</i>
Sri N. RAJA	L/Maths	Member	<i>[Signature]</i>
Smt G SUNEETHA	Senior Assistant	Member	<i>[Signature]</i>