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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: 23rd October 2023 (Monday)

Venue: Principal's Chamber

Chairperson: Principal

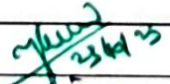
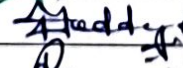
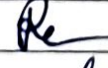
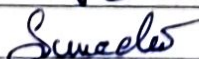
Members Present: Invigilators Panel, OS, Supporting Staff

Agenda:

- Preparations for November 2023 exams.
- Manpower planning and examination duty chart.
- Cleanliness and readiness of exam venues.
- Remedial exam provision for absentees.

Resolutions:

- Duty chart finalized and circulated.
- Exam halls cleaned and prepared by 30th October.
- Office instructed to ensure stationery packs by 1st Nov.
- Absentee condonation process to be handled case-wise.

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: 19th March 2024 (Tuesday)

Venue: Examination Cell

Chairperson: Principal

Members Present: Examination Officer, Department Coordinators

Agenda:

- Schedule for March/April 2024 Board Exams.
- Practical exam monitoring.
- Printing and sealing of question papers.
- Result processing and record maintenance.

Resolutions:

- All printing to be completed under confidentiality by 25th March.
- Lab incharges to prepare equipment status sheets.
- Results to be processed and displayed by 15th May.
- Confidential record room access to be restricted to exam staff.

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	