



MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/OO/Exam Section/2021-22/01

Date:23.08.2021

OFFICE ORDER

Sub: Constitution of Examination Section Committee – reg.

- **The following faculties have been assigned the duties of examination section.**
 1. Dr. K. Ravindra, Principal, Chief superintendent, Examination Section.
 2. Mr. B. Mohan Kumar, Assoc.Professor in ECE, In-Charge, Examination Section
 3. Mr. P. Subba Rao, Asst.Professor in CSE, Additional In-charge, Examination Section
 4. Mr. R V Basavaraju, Asst.Professor in Phys, Additional In-charge, Examination Section
- **ON – LINE examinations will be organized by**
 1. Mr. P. Subba Rao, Asst.Professor in CSE, Additional In-charge, Examination Section
 2. Mr. R V Basavaraju, Asst.Professor in Phys, Additional In-charge, Examination Section
- **The following team will act as departmental Co-ordinators**
 1. Mr. R Naveen, Asst.Prof, CSE
 2. Mr. A Suresh, Asst.Prof., ECE
 3. Mrs. T Sai Kumari, Asst.Prof., IT
 4. Mrs. P Ashwini, Asst.Prof., CE
 5. Mr. D Prashanth, Asst.Prof., MBA
 6. Dr. P Raja Suresh Kumar, Asst.Prof., Lib
- **The following members will assist the above team actively for smooth conduct of exams**
 1. Mr. Ch Hemanth Kumar, Admin.
 2. Mr. G Mahipal, Admin.
 3. Mr. Ch Dharmendar, Admin
 4. Mr. P. Sambaiah, Work Shop Asst.
 5. Mr. R V V Rajesh, Lab Asst., ECE

The above orders will come into force with effect from 23/08/2021 and are valid till further orders.

Copy to:

1. All Committee Members
2. All HoD's for information
3. IQAC Coordinator
4. AAA Coordinator
5. Exam Branch
6. Admin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH












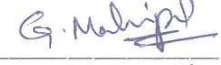
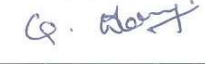

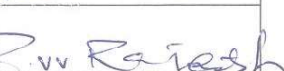

PRINCIPAL
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Malla Reddy Institute of
Technology & Science

Maisammaguda, Dhulapally, Post Via Kompally, Secunderabad - 500 100.

Phone :7416034230,7207034238,Email : mrits_prill@yahoo.co.in

www.mrits.ac.in

Signature of the Examination Section Committee Members

| S.No. | Name of the staff member | Designation | Position | Signature |
|-------|--------------------------|-------------------------|---------------------------|---|
| 1 | Dr. K Ravindra | Principal | Chief superintendent |  |
| 2 | Mr. B. Mohan Kumar | HOD, H&S | COE |  |
| 3 | Mr. P. Subba Rao | Asst. Professor in CSE | Additional In-charge |  |
| 4 | Mr. R V Basavaraju | Asst. Professor in Phys | Additional In-charge |  |
| 5 | Mr. R Naveen | Asst. Prof, CSE | Departmental Co-ordinator |  |
| 6 | Mr. A Suresh | Asst. Prof., ECE | Departmental Co-ordinator |  |
| 7 | Mrs. T Sai Kumari | Asst. Prof., IT | Departmental Co-ordinator |  |
| 8 | Mrs. P Ashwini | Asst. Prof., CE | Departmental Co-ordinator |  |
| 9 | Mr. D Prashanth | Asst. Prof., MBA | Departmental Co-ordinator |  |
| 10 | Dr. P Raja Suresh Kumar | Asst. Prof., Lib | Departmental Co-ordinator |  |
| 11 | Mr. Ch Hemanth Kumar | Non Teaching faculty | Admin |  |
| 12 | Mr. G Mahipal | Non Teaching faculty | Admin |  |
| 13 | Mr. Ch Dharmendar | Non Teaching faculty | Admin |  |
| 14 | Mr. P.Sambaiah, | Non Teaching faculty | Work Shop Asst. |  |
| 15 | Mr. R V V Rajesh | Lab Asst., ECE | Technician |  |



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Ref: MRITS/OO/Examination Section committee/2021/01

Date: 01.09.2021

OFFICE ORDER

An Examination Section Committee has been constituted with the following members. The Committee will conduct meetings once in a semester. The Examination Branch has advisory committee with Principal as Chairman. All requirements such as procurement of stationary, actions to taken for smooth conduct for internal and external examinations will be discussed during the advisory committee meetings.

| S.No | Name | Designation | Position in Committee |
|------|--|---|---|
| 1 | Dr. K. Ravindra | Principal | Chairman & Chief Superintendent Examinations Branch |
| 2 | Mr. B. Mohan Kumar | Associate Professor, ECE | Convener & In charge Examination Branch |
| 3 | Mr. P. Subbarao | Asst. Professor, CSE | Additional In-Charge Examination Branch |
| 4 | Mr. R.V. Basava Raju | Assistant Professor, Physics (H&S DEPT) | Additional In-Charge Examination Branch |
| 5 | Mr. R. Naveen | Asst Professor, CSE | Member |
| 6 | Mr. A. Suresh | Asst Professor, ECE | Member |
| 7 | Mrs. T. Sai Kumari | Assoc. Professor, IT | Member |
| 8 | Mrs. P. Aswini | Assist. Professor, CE | Member |
| 9 | Mr. D. Prashanth | Assistant Professor, MBA | Member |
| 10 | Mr. Ch Hemantha Kumar | Senior Office Assistant | Member |
| 11 | Mr. G Mahipal | Junior Office Assistant | Member |
| 12 | Dr. P. Raja Suresh Kumar | Librarian | Member |
| 13 | Mr. Vamsi Chandra Kommineni (19S11A05B3) | Student | Student Member |
| 14 | Mr. Balaji M (19S11A04C7) | Student | Student Member |
| 15 | Miss. Aishwarya Ajay Barje (19S11A1204) | Student | Student Member |
| 16 | Ms. Mounika Gorla (19S11A0165) | Student | Student Member |

Maisammaguda, Dhulapally, Post Via Kompally, Secunderabad - 500 100.

Phone :7416034230,7207034238,Email : mrits_prill@yahoo.co.in

www.mrits.ac.in

The above committee will come into force with immediate effect and will continue till further orders.

Copy to:

1. Exam Branch – In-charge
2. IQAC
3. HODs for information and co-operation
4. Individual Members
5. Office
6. File



PRINCIPAL

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Ref: MRITS/CR/Examination Section committee/2021/01

Date: 06-09-2021

EXAMINATION SECTION COMMITTEE

CIRCULAR

After receiving the revised academic calendar from the JNTUH with due effect of COVID-19 and as per the directions and guidelines given by the principal and chairman of Examination Section Committee 19th meeting will be held in the office of the Examination Branch for the members of the Examination Section committee on 09/09/2021 from 3.00 P.M to discuss the following issues:

Agenda:

1. Review of 18th meeting minutes/resolutions.
2. As per guidelines of the University examination section recommendations for the upcoming semesters(Odd and Even) internal and external examinations for the existing courses academic year 2021-22.
3. As per guidelines of Government of India, Telangana and JNTUH, Precautionary measurements of COVID-19
4. Discuss the invigilation rules and regulations
5. Discuss about conducting outside organizations(Government) Examinations
6. Cleaning and maintenance of the Exam Section and Examination rooms.

All the members of the Examination Branch Committee are requested to attend.


(B. Mohan Kumar)
Convener,

Examination Branch Advisory Committee

Copy to:

1. Dr. K . Ravindra – Principal, Chairman & Chief Superintendent Examination Branch Advisory Committee
2. IQAC for information
3. Mr. P.Subbarao - Asst. Professor CSE - Additional In-Charge Examination Branch Committee
4. Mr. R.V. Basava Raju - Assistant Professor Physics(II&S DEPT) - Additional In-Charge Examination Branch Committee
5. Mr. R. Naveen - Asst Professor CSE Department - Member, Examination Branch Committee
6. Mr. A. Suresh - Asst Professor ECE Department - Member, Examination Branch Committee
7. Mrs. T. Sai Kumari - Assoc. Prof IT – Member, Examination Branch Committee
8. Mrs. P. Ashwini – Assist. Professor CE Department- Member, Examination Branch Committee
9. Mr. D. Prashanth- Assistant Professor, MBA Department - Member, Examination Branch Committee

10. Mr. Ch Hemantha Kumar- Senior Office Assistant, Examination Branch - Member, Examination Branch Committee
11. Mr. G. Mahipal - Junior Office Assistant, Examination Branch - Member, Examination Branch Committee
12. Dr. P. Raja Suresh Kumar-Librarian - Member, Examination Branch Committee
13. Mr. Vamsi Chandra Kommineni (19S11A05B3)- Student Member, Examination Branch Committee
14. Mr. Balaji M (19S11A04C7) - Student Member, Examination Branch Committee
15. Miss. Aishwarya Ajay Barje (19S11A1204) - Student Member, Examination Branch Committee
16. Ms. Mounika Gorla (19S11A0165)- Student Member, Examination Branch Committee



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Ref: MRITS/MM/Examination Section committee/2020-2021/01

Date: 09/09/2021

MINUTES OF MEETING

19th meeting of the Examination Section Committee was held on 09th September 2021 at 3.00 P.M in order to discuss the strategies to improve the functioning of the Examination Section.

The meeting began with a welcome note by Mr. B. Mohan Kumar. Thereafter, the agenda was taken up item wise and the following points were discussed and resolved.

The Following members have attended the meeting

1. Dr. K. Ravindra - Chairman & Chief Superintendent
2. Mr. B. Mohan Kumar – Convener & In-charge Examination Branch
3. Mr. P. Subbarao - Additional In-Charge
4. Mr. R.V. Basava Raju - Additional In-Charge
5. Mr. R. Naveen - Member
6. Mr. A. Suresh - Member
7. Mrs. T. Sai Kumari - Member
8. Mrs. P. Ashwini - Member
9. Mr. D. Prashanth - Member
10. Mr. Ch Hemantha Kumar- Senior Office Assistant, Examination Branch
11. Mr. G. Mahipal - Junior Office Assistant, Examination Branch
12. Dr. P. Raja Suresh Kumar - Member
13. Mr. Vamsi Chandra Kommineni (19S11A05B3)- Student Member
14. Mr. Balaji M (19S11A04C7) - Student Member
15. Miss. Aishwarya Ajay Barje (19S11A1204)- Student Member
16. Ms. Mounika Gorla (19S11A0165)- Student Member

Agenda

1. Review of 18th meeting minutes/resolutions.
2. As per guidelines of the University Examination section recommendations for upcoming semesters(Odd and Even) for the academic year 2021-22.
3. As per guidelines of Government of India , Telangana and JNTUH, Precautionary measurements of COVID-19
4. Discuss the invigilation rules and regulations
5. Discuss about conducting outside organizations(Government) Examinations
6. Cleaning and maintenance of the Exam Section and Exam rooms.

Resolutions

1. The Committee has expressed satisfaction over the implementation of the resolutions of 18th meeting.
2. The Committee convener informed the members about the academic calendar 2021-2022 and discussed probable dates of internal and external examinations
3. Internal examination paper setting as per format provided meeting the blooms Taxonomy
4. Every faculty member who is setting the internal exam question paper need to submit before the last date.
5. Selection of the questions as per levels of blooms taxonomy.
6. Invigilators should report exam section before 30 minutes of the commencement of examination
7. Invigilators have to submit mobile phones in the examination section before going to exam halls
8. Invigilators shall make sure that students must sit as provided seating plans
9. Students should not leave the examination hall after starting examination
10. Students should occupy the allotted seats before 15 minutes of the commencement of the examination.
11. Invigilators must be in the examination hall before 20 minutes of the commencement of the examination.
12. Internal evaluation must be done by the respective faculty members and the corrected answer scripts are to be distributed to the students for verification and within one week marks should be posted.
13. Requested the committee for Physical facilities, and set to invigilation duties.
14. Faculty members having more than 3 years of experience can attend the spot evaluation whenever they are requested by the University.
15. Discussed about the availability of physical facilities for conduct of outside organization examinations.
16. HODs should coordinate to complete the tasks within the specified time.
17. All the students must be present in the examination hall before the commencement of the examination and students who come after the commencement of examination will not be allowed.
18. Students should not carry any other material except Hall Ticket, Identity card and Scientific non-programmable calculator.
19. Programmable calculators, palm computers, mobile phones and pagers are not permitted into examination halls.

20. They should show Hall Ticket and Identity card to the Invigilator/Observer/Chief Superintendent whenever they are asked.
21. Students are allowed to leave the examination hall only after one and half hour from the commencement of the examination.
22. Students must handover the answer booklets to the invigilator before leaving the examination hall.
23. The University reserves the right to cancel the admission of the student at any stage when it is detected that his/her admission to the examination or the college is against rules.
24. Tearing any page from answer booklet is punishable offence. A student can be debarred for two years in addition to cancellation of performance of entire series.
25. All the students must wear masks while they are on the campus.
26. Students must maintain social distancing as per Government guidelines in current scenario of COVID-19 to ensure health and safety.
27. Students must carry their own water bottles and hand sanitizers. Sharing of pens or any other stationary items among the students is strictly prohibited in the exam hall.
28. On completion of the exam, the students shall be permitted to move out in an orderly manner i.e, one candidate at a time. The students should not getup from their seats until announced by the invigilator.
29. Student must maintain silence while going to their allotted exam hall as well as inside the exam hall.
30. The hall-ticket should be kept in open state beside your answer booklet whenever the room invigilator comes to your place.
31. You have to put your signature in space provided on the answer booklet after verifying your personal details.


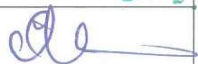


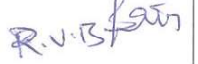

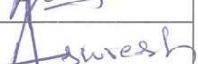


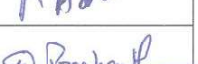

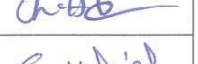
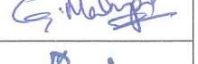


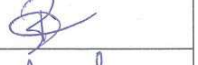
The meeting is concluded as there are no other points for further discussion



B. Mohan Kumar
Convener & In charge Examination Branch



Dr. K. Ravindra
Principal

| S.No | Name | Designation | Position in Committee | Signature |
|------|--|---------------------------------------|---|---|
| 1 | Dr. K. Ravindra | Principal | Chairman & Chief Superintendent |  |
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| 11 | Mr. G Mahipal | Junior Office Assistant | Member |  |
| 12 | Dr. P. Raja Suresh Kumar | Librarian | Member |  |
| 13 | Mr. Vamsi Chandra Kommineni (19S11A05B3) | Student | Student Member |  |
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