

Minutes of meeting of Exam Branch held on 15/06/2021

The meeting of Examination Committee of GRIET was held on 15 June 2021. 3.00pm in Exam Branch

The following Staff members were present for the meeting

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| 1. Dr. Ch Mallikartuna Rao | COE | <u>Ch</u> |
| 2. Mr. K Sudheer Babu | ACE | <u>Sudheer</u> |
| 3. Mr. K Jamal | ACE | <u>K. Jamal</u> |
| 4. Mr. V Naresh Kumar Varma | ACE | <u>V. Naresh Kumar</u> |
| 5. Mr. M Krishna | ACE | <u>M. Krishna</u> |
| 6. Mr. D Eswaraiiah | ACE | <u>D. Eswaraiiah</u> |
| 7. Mr. N Madhu Sudhan Rao | ACE | <u>N. Madhu Sudhan</u> |
| 8. Mr. N Srinivasa Rao | ACE | <u>N. Srinivasa</u> |
| 9. Mr. M Yesu | ACE | <u>M. Yesu</u> |
| 10. Mrs. M Rekha | ACE | <u>M. Rekha</u> |
| 11. Mrs. K Gomathi | Jr. Asst. | <u>K. Gomathi</u> |
| 12. Mrs. G Devi Krishnakumar | Jr. Asst. | <u>G. Devi</u> |
| 13. Mrs. D Sirisha | Jr. Asst. | <u>D. Sirisha</u> |
| 14. Mr. M Mohan Raju | Jr. Asst. | <u>M. Mohan Raju</u> |
| 15. Mr. B Nagesh Siva | Jr. Asst. | <u>B. Nagesh Siva</u> |

Points discussed in meeting

- About Question paper preparation Rules (time & pattern as directed by JNTUHT)
- Submission of Internal Marks & deadlines
- Evaluation Rules and guidelines
- Printing of marks Memos, Revaluation etc.
- Issuing certificates to students in time
- conduction of projects and Examinations
- Time Tables and Invigilators alper JNTUHT instructions and seating arrangement of exam halls.