



## **EXAMINATIONS/TIME-TABLE/ADMISSIONS COMMITTEE**

An Independent body is required to constantly monitor the university affairs and provide information to the departments and to organize the internal examination laboratory schedules and time tables in association with the individual department and to have a strong communication with affiliating university and other apex bodies in the education departments of the government.

To meet the above requirements a separate committee for Examinations/Time-Tables/Admissions is constituted in the Institution.

### **Functions of the Committee:**

- The Committee is responsible for setting, marking and reviewing questions and question papers of internal examinations.
- The Committee ensures the standard, validity and fairness of examinations and produces appropriate pass lists.
- The Committee oversees the function of the Examination Department, including communication with candidates, the logistics of preparing for examinations and communications with overseas centres.
- The Coordinator of the Examination and the Committee, from time to time, responsible for providing advice to the Principal on matters pertaining to examinations.
- Provide information about the results, grades, rewards and awards won by the college pertaining to academic achievements to the Public Relation, Press, Electronic Media Committee.

**Frequency of Committee Meeting:** Once in every week preferably on Thursday. In addition any extraordinary meeting will be conducted in the event of exigency

**Examinations/Time-Table/Admissions Committee Members:**

<b>S. No.</b>	<b>Name of the Convener/Member</b>	<b>Designation</b>	<b>Nature</b>
<b>1</b>	Dr. Ch. Krishna Mohan	Dean, School of Pharmacy	Convener
<b>2</b>	Mr. Venkata Vishnu	Assoc., Prof., Mech	Member
<b>3</b>	K. Ravi Kumar	Asst. Prof., Pharmacy	Member
<b>4</b>	Mrs. K. Manju	Asst. Prof. Civil	Member
<b>5</b>	Y Devender Reddy	Asst. Prof. ECE	Member
<b>6</b>	Mr. V. Raju	Asst. Prof. CSE	Member
<b>7</b>	Mr. Mahesh Reddy	Asst. Prof. EEE	Member