

Minutes of The Examination Cell meeting

classmate

Date

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The Minutes of The Examination Cell meeting of Chalpathi Inst. of Engg & Tech held on 30th August, 2018 at 11:30 A.M. in the Exam Cell of CIET.

Agenda:

1. To discuss about academic Calendar 2018-19.
2. To discuss about Conduction of second Mid-Term Examinations and University (Theory & Practical) Examinations for I & II Sem students for the year 2017-18.
3. To discuss about Conduction of first Mid-Term Examinations for I/IV, II/IV, III/IV & IV/IV A.Tech I Sem
4. To discuss about Time-Table, Seating Plan & invigilation duties
5. Any other relevant matters.

Members:

SNO.	Name	Position	Signature
1	Sri P. Gokul Krishna, EEE	Co-ordinator	
2	Dr. N. Vijaya, BSEPH	Member	
3	Sri J. Rakesh, CE	"	
4	Sri N. Jagajeevan, CSE	"	
5	Dr. N. Sathesh, CSE	"	
6	Sri K. Waga Seshu, CSE	"	
7	Sri B. Venkateswara Rao, EEE	"	
8	Sri M. Koteswara Rao, ECE	"	
9	Smt N. Vanajakshi, EEE	"	
10	Sri K. Pradeep, ME	"	
11	Sri B. Ramu, Jr. AMT	"	
12	Sri R. Arun Kumar, Lab Tech, EEE	"	
13	R. Sambasiva Rao	student member	
14	G. Bhaleth Kumar	"	
15	B. Ramesh	"	
16	J. Ravi Teja	"	
17	B. Sushma	"	

Resolutions:

1. It is resolved to plan properly for 2018-19 Academic year as per University Calendar.

2. It is proposed to conduct of Second mid-Term Examinations and University Examinations for I/II M.Tech, II Sem for the year 2017-18.
 I/II M.Tech II Sem (mid) : 06-09-2018 to 08-09-18
 University theory : 17-09-2018 to 28-09-18
 practical : After theory Exam

3. It is ~~not~~ proposed to conduct of first mid-Term Examinations for I/IV, II/IV, III/IV & IV/IV B.Tech, I Sem students.
 I, II, III & IV B.Tech, I Sem : 17-09-18 to 24-09-18

4. It is resolved to make proper seating arrangement given below.

For University:

- a) Total Available student : As per Colley
- b) Total no. of Rooms : 01

For mid : Year	Students	Max per Room	Total No. of Rooms
I B.Tech, I Sem	387	} 60	- 29
II B.Tech, I Sem	445		
III B.Tech, I Sem	324		
IV B.Tech, I Sem	343	- 09	- 01
I M.Tech, II Sem	09		

5. It is resolved to assign invigilation duties for faculty members as per required ratio and to communicate the same to the faculty.

6. It is resolved that all the faculty members should ^{submit} their question papers at 3:30 P.M. before the day of Exam and should collect the internal answer scripts on the day of Exam before 05:00 pm from Exam Cell.

7. It is resolved to give instruction to faculty members (invigilators) for smooth conduct of Mid-Term Examinations.

8. It is also resolved to finalize of internal marks on or before 10.08.2018 for I.M. Tech, II Sem.

PRINCIPAL

Chalapathi Institute of Engineering and Technology
Chalapathi Nagar, Lam, Guntur-522 034.

J. Sridhar
31/8/18
(Co-ordinator)