

Minutes of the Examination cell meeting

The minutes of the examination cell meeting of Chalapati Institute of Engineering and Technology held on 06th March, 2018 at 10:30 A.M. in the Exam cell of Chalapati Institute of Engineering and Technology

Agenda:

1. To discuss about conduction of University Examinations (Theory & Practical) for I/II M.Tech, I Sem students.
2. To discuss about conduction of second Mid-term Examinations for IV/IV B.Tech, II Sem.
3. To discuss about conduction of first Mid-term Examinations for I/IV, II/IV, III/IV B.Tech, II Sem.
4. To discuss about time-table, seating plan and Invigilation duties.

Members Present:

S.No	Name of the member	position	
1	Prof. G. Nageswara Rao, EEE	Co-ordinator	
2	Dr. N. Vijaya, BSE, H	Member	
3	Sri. J. Rakesh, CE	Member	
4	Sri. N. Jagajeevan, CSE	Member	Absent
5	Sri. K. Narendra Kumar, CSE	Member	
6	Sri. K. Naga Seshu, CSE	Member	
7	Sri. B. Venkateswara Rao, EEE	Member	
8	Sri. M. Koteswara Rao, ECE	Member	
9	Smt. N. Vanajakshi, EEE	Member	
10	Sri. K. Saida Rao, EEE	Member	
11	Sri. K. Pradeep, ME	Member	
12	Sri. B. Ramu (Tr. Asst)	Member	
13	Sri. R. Arun Kumar (Lab Tech, EEE)	Member	
14	Mr. R. Sambasiva Rao (IIITECE-B)	Student Member	
15	Mr. G. Bharath Kumar (IIICE-A)	Student member	
16	Mr. B. Ramesh (IIIEE)	Student member	
17	Mr. J. Ravi Teja (TIME)	Student member	
18	Ms. B. Sreshma (ICE)	Student member	

Resolutions

1. It is resolved to conduct University Examinations for IIITE M-Tech, I sem Students

University Theory Exam Schedule : 12-03-18 to 23-03-18

University practical Exam Schedule : After theory Exams.

2. It is proposed to conduct second mid-term Examinations IV/IV B-Tech, II Sem

IV/IV B-Tech, II Sem : 19-03-2018 to 23-03-2018.

3. It is proposed to conduct first mid-term Examinations I/IV, II/IV & III/IV B.Tech, II sem students

I/IV, II/IV, III/IV B.Tech, II sem : 27-03-2018 to 04-04-18

4. It is resolved to inform students about university exam schedule and payment of Examination Fee (and) other dues

5. It is Resolved to making proper seating arrangement (plan) as per the list given below:

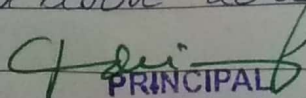
For mid Year	Total Available Students	max. students Per room	total no. of rooms
IV/IV B.Tech, II sem	276	48	07
I/IV B.Tech, II sem	408	48	25
II/IV B.Tech, II sem	354	48	25
III/IV B.Tech, II sem	358	48	25

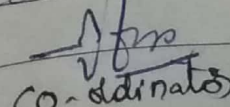
For university (M.Tech):

- a) Total Available Students : As per Galley
 b) Total No. of rooms : 01

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

VTE is also resolved to Finalize of internal marks on or before 26-03-2018 for IV/IV B.Tech, II sem.


 PRINCIPAL


 CO-ordinator