

M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

Supporting documents for

2.5.2: Mechanism to deal with internal examination related grievances is transparent, time bound and efficient.



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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

Proceedings of the Principal
President: Dr. A Bala Krishna

Sub: - MVR Degree College, Gajuwaka- Constitution of Examination Committee
2016-2017

Orders issued regarding.

Ref: Guidelines for constitution of Examination Committee

ORDERS:

With reference to the subject cited, the Principal, MVR Degree College is pleased to constitute the Examination Committee with the following members:

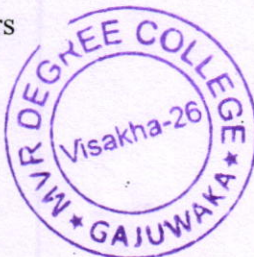
Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

Principal

Copy to:

1. The Above members
2. HoDs of all Departments.
3. Library
4. Administrative Officers
5. File



PRINCIPAL
M.V.R. DEGREE COLLEGE
Shramika Nagar, Gajuwaka
VISAKHAPATNAM-530026



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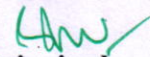
NOTICE

EXAMINATION COMMITTEE

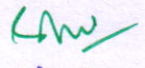
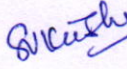
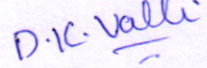

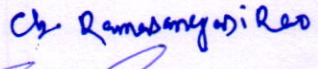

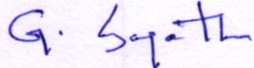
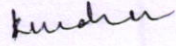
A meeting of Examination Committee will be held on 15th June, 2016 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

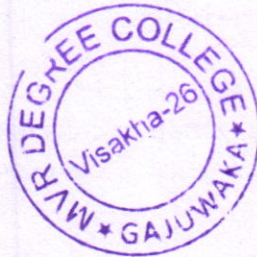
Agenda:

- 1) Constituent of Examination committee members for the academic year 2016-2017
- 2) Internal examination i.e, Mid I & II and Unit exams fixation of dates.
- 3) Syllabus for Mid I & II
- 4) Examination workload distribution to teaching and non- teaching staff.
- 5) Evaluation of answer scripts /results declaration/upload in university website portal.
- 6) Andhra University -Semester End exams (theory and practical) dates.


Principal

Members

1. Dr. A. Bala Krishna 
2. Dr.S.V.Krishna 
3. Smt.D.Kanakavalli 
4. Sri.Kameshwara Rao 
5. Sri .Ch. Rama Sanyasi Rao 
6. Sri.S.K.Srinivas 
7. Kum.G.Sujatha 
8. Smt.K.Indira 



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2016-2017.

EXAMINATION COMMITTEE

MINUTES OF MEETING

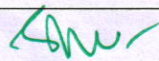
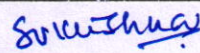
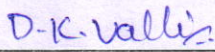

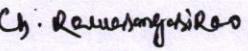
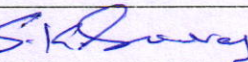
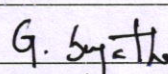
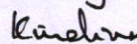
Date: 15th June, 2016

Day : Friday

Venue: Lecturer Hall 9

The examination committee meeting was held under the guidance of the principal for the academic year 2016-2017.

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Principal/Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

AGENDA

- 1) Constitution of Examination committee members for the academic year 2016-2017
- 2) Internal examination i.e, Mid I & II and Unit exams fixation of dates.
- 3) Syllabus for Mid I & II
- 4) Examination workload distribution to teaching and non- teaching staff.
- 5) Evaluation of answer scripts /results declaration/upload in university website portal.
- 6) Andhra University -Semester End exams (theory and practical) dates.

Resolutions:

1. It is resolved to constitute examination committee members as per the guidelines of the principal for the academic year 2016-2017.
2. As per university calendar and guidelines, the college unanimously resolved to conduct the internal exams (theory and practical).

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The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	I SEM & III SEM	22-08-2016
UNIT TEST-I	III YEAR	22-08-2016
MID II	I SEM & III SEM	21-09-2016
UNIT TEST -II	III YEAR	21-09-2016
HALF-YEARLY EXAM	III YEAR	31-10-2016
HOPE TEST	III YEAR	03-02-2017

It is resolved to request the Principal to send a notice/ circular to the students regarding the time table and the same to be displayed in the notice board in the college premises.

3. It is resolved and instructed the faculties to complete 2 ½ units of syllabus for Mid I and the remaining for Mid II examination also instructed the faculties to submit concerned subject question papers as per prescribed.

4. It is resolved to assign the duties to the staff members to perform various examination duties such as.

- Question paper collection's /prints
- Gallery preparation
- Students Attendance
- Question paper distribution to examination hall
- Answer scripts collection
- Verification of scripts
- Evaluation and marks entry in register

5. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams and submit in the office, upload the same in university portals and maintain the scripts for further verification by A .U

It is also instructed to the faculties to prepare progress report /result analysis to identify the weak students and take necessary remedial actions for better results.

6. Andhra University semester practical and theory exams will commence from 20-10-2016, to 10-11-2016 respectively. Hence, the committee requested the principal to send a circular to the students and staff regarding the dates, examination centers, jumbling system and also requested the principal to arrange a meeting with the invigilators to give them University guidelines for smooth running of examinations.




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ACTIONS TAKEN REPORT:

1. Examination committee was constituted with the following members and duties were distributed among them.

Dr.S.V.Krishna

S.V. Krishna

Smt.D.Kanakavalli

D.K. Valli

Sri.Kameshwara Rao

Kameshwara Rao

Sri .Ch. Rama Sanyasi Rao

Ch. Ramasanyasi Rao

Sri.S.K.Srinivas

S.K. Srinivas

Kum.G.Sujatha

G. Sujatha

Smt.K.Indira

K. Indira

2. Notice was sent to the students regarding examination calendar for I, II, & III year students
3. Calendar hand book was printed, which consists of exam dates, distributed to the students, at the beginning of the academic year.
4. Mid I & II exams for I and II years degree students was conducted from 22 Aug 2016 to 21 Sep 2016 respectively.
- Unit tests-I, II and Half Yearly exams for III year Degree students was conducted on 22 Aug 2016, 21 Sep 2016 and 31 Oct, 2016 respectively.
5. Arranged a meeting with students and instructed them about university exams, Centre of Examinations and other details
6. Arranged a meeting with invigilators and instructed them about university exams invigilators.

[Signature]
PRINCIPAL



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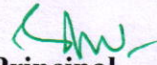
NOTICE

EXAMINATION COMMITTEE

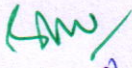
A meeting of Examination Committee will be held on 23rd Nov, 2016 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

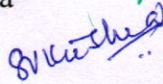
Agenda:

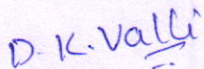
- 1) Reviews of the previous meeting.
- 2) Mid exams – I & II, fixation of dates.
- 3) Syllabus for Mid I & II.
- 4) Examination work load distribution among teaching and non- teaching staff.
- 5) Evaluation of Answer scripts / Result analysis uploading the marks in university web portal.
- 6) Semester end exam dates.

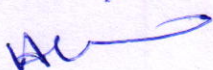

Principal

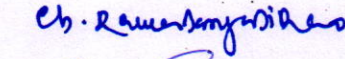
Members


1. Dr. A. Bala Krishna 

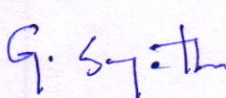
2. Dr.S.V.Krishna 

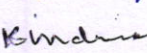
3. Smt.D.Kanakavalli 

4. Sri.Kameshwara Rao 

5. Sri .Ch. Rama Sanyasi Rao 

6. Sri.S.K.Srinivas 

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2016-2017

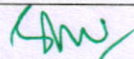
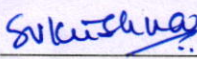
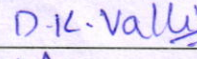
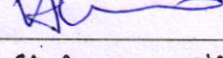
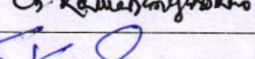
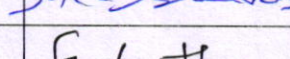
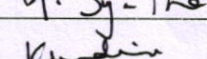
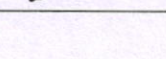
MINUTES OF MEETING -2

Date: 23 Nov, 2016

Day: Monday

The Examination Committee Meeting was held on 23, Nov, 2016 headed by the Principal Dr, A. Bala Krishna, MVR Degree College

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
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Agenda

- 1) Reviews of the previous meeting.
- 2) Mid exams – I & II, fixation of dates.
- 3) Syllabus for Mid I & II.
- 4) Examination work load distribution among teaching and non- teaching staff .
- 5) Evaluation of Answer scripts/Result analysis and uploading the marks in university web portal.
- 6) Semester end exam dates.

Resolutions and actions to be taken:-

1. Minutes of Previous meeting was approved and accepted by the members of the committee.
2. It is resolved to conduct internal exams as per the following dates.

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The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	II SEM & IV SEM	06-02-2017
MID II	II SEM & IV SEM	30-03-2017

It is resolved to request the principal to send a circular to the students regarding Mid Exams time table.

3. It is resolved and instructed the faculties to cover the syllabus for Mid I & II as per syllabus prescribed and instructed them to submit question papers for mid exams.

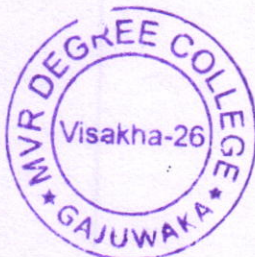
4. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection
- Gallery preparation
- Attendance
- Question paper distribution to exams halls
- Answer scripts collection
- Verification of scripts
- Evaluation and marks entry in register

5) It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams and submit in the office, upload in university portals and maintain the scripts for the further verification by A.U.

It is also instructed to the faculties to prepare progress report /result analysis to identify the weak students and take necessary remedial actions/classes for better results.

6) Andhra University semester end practical and theory exams will commence from 13-04-2017 and 24-04-2017 respectively, hence, resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination etc..




PRINCIPAL

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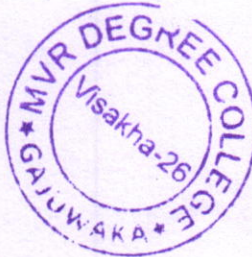
Shramika Nagar, Gajuwaka, Visakhapatnam-530026

ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding mid -I / II dates and time table. Calendar hand book for the academic year was printed and distributed to the students which consist of exam dates.
- 2) Mid I & II Exams for I & II year was conducted from 06-02-2017, 30-03-2017 respectively
- 3) The examination work load was distributed equally among the staff members.
- 4) A notice was sent to the faculties regarding syllabus coverage, for mid exams, submission of question papers, and evaluation of answers scripts and uploading in university portal.
- 5) A notice was sent to the students regarding semester examination centers and dates etc.


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Proceedings of the Principal
President: Dr. A Bala Krishna

Sub: - MVR Degree College, Gajuwaka- Constitution of Examination Committee
2017-2018

Orders issued regarding.

Ref: Guidelines for constitution of Examination Committee

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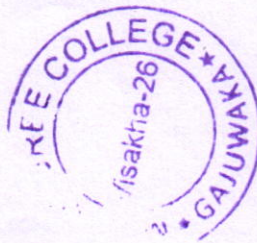
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7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

Principal

Copy to:

1. The Above members
2. HoDs of all Departments.
3. Library
4. Administrative Officers
5. File



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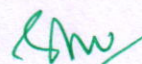
NOTICE

EXAMINATION COMMITTEE

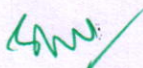
A meeting of Examination Committee will be held on 8th July, 2017 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

Agenda:

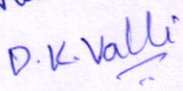
- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non-teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Preparation of student merit list
- 7) Display merit student name and grade obtained, in departmental notice board.



Principal

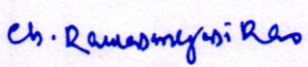
Members


1. Dr. A. Bala Krishna 

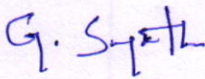
2. Dr.S.V.Krishna 

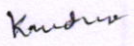
3. Smt.D.Kanakavalli 

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M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2017-2018

EXAMINATION COMMITTEE

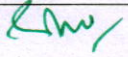
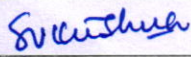
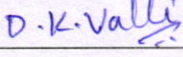
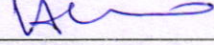
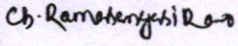
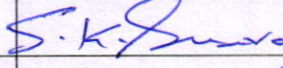
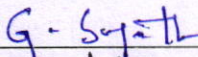
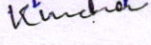
Minutes of Meeting -1

Date: July 8, 2017

Day : Saturday

The examination committee meeting was held under the guidance of the principal for the academic year 2017-2018

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

AGENDA

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/uploading in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Preparation of student merit list
- 7) Display merit student name and grade obtained, in departmental notice board.

Resolutions:

- 1) As per university calendar and guidelines , the college resolved to conduct the internal exams (theory and practical)



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The dates and timings of the examinations are given below .

EXAMS	BATCH	DATE
MID I	I/III/V SEM	18 Aug 2017-22 Aug 17
MID II	I/III/V SEM	20 Sep,2017-26 Sep 17
PRATICAL	I/III/V SEM	14 Oct 2017- onward
THEORY	I/III/V SEM	25 Nov,2017-11 Dec ,17

- 2) It is resolved and instructed the faculties to complete 2 ½ units of syllabus for Mid I and the remaining for Mid II examination also instructed the faculties to submit concerned subject question papers as per prescribed .
 - 3) It is resolved to assign the duties to the staff members to perform various examination duties such as .
 - a) Question paper collection's /prints
 - b) Gallery preparation
 - c) Attendance
 - d) Question paper distribution to examination hall
 - e) Answer scripts collection
 - f) Verification of scripts
 - g) Evaluation and marks entry in register
 - 4) It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams and submit in the office ,upload in university portals and maintain the scripts for further verification by A .U
- It is also instructed to the faculties to prepare progress report /result analysis to identify the weak students and take necessary remedial actions classes for better results.
- 5) Andhra University semester and practical and theory exams will commence from 13 Nov,2017-22 Nov,17 and 25 Nov,2017-11,Dec,17 respectively .Hence, resolved to request the principal to send a notice to the students regarding the details of exams dates, centre of examination.
 - 6) Resolved and instructed the concerned departmental to make results analysis and prepare a list of merit students for each semester.
 - 7) It is resolved and instructed to concerned department to display the name and grade of meritorious student in their departmental notice board.


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Shramika Nagar, Gajuwaka
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M.V.R. DEGREE COLLEGE

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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

ACTIONS TAKEN REPORT:

- 1) Examination committee was constituted with the above members and duties were distributed among the members
- 2) Notice was sent to the students regarding examination calendar for I, II, & III year students
Calendar hand book was printed, which consists of exam dates, distributed to the students, in the beginning of the academic year 2017-2018
- 3) Mid I & II exams for I, II & III years degree students was conducted
- 4) A notice was sent to the faculties regarding syllabus coverage for mid exams, submission of question papers, and evaluation of answer scripts and uploading the same in university web portal.
- 5) A notice was sent to the students regarding semester end exams, centre of examinations etc..


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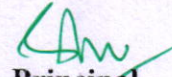
NOTICE

EXAMINATION COMMITTEE

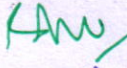
A meeting of Examination Committee will be held on 15th Nov, 2017 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

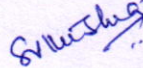
Agenda:

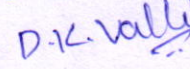
- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non-teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.



Principal

Members

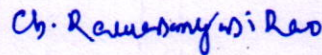
1. Dr. A. Bala Krishna 

2. Dr.S.V.Krishna 

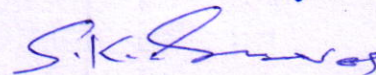
3. Smt.D.Kanakavalli 

4. Sri.Kameshwara Rao 

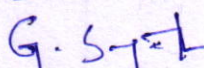
5. Sri .Ch. Rama Sanyasi Rao



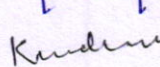
6. Sri.S.K.Srinivas

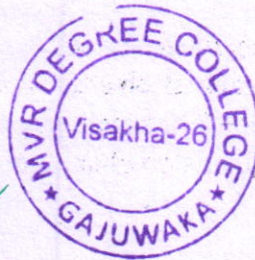


7. Kum.G.Sujatha



8. Smt.K.Indira





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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2017-2018

EXAMINATION COMMITTEE

Minutes of Meeting

Date: 15 Nov, 2017

Day: Wednesday

The examination committee meeting was held on 15 Nov, 2017 presided by Dr. BalaKrishna, Principal of MVR Degree College for the academic year 2017-18

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

Agenda

1. Internal examination i.e, Mid I & II fixation of dates.
2. Syllabus for Mid I & II
3. Examination workload distribution to teaching and non-teaching staff.
4. Evaluation of answer scripts /result declaration/upload in university website portal.
5. Semester end exam dates for practical and theories.
6. Display merit student name and grade obtained in departmental notice board.

Resolution and Actions to be taken:-

- 1) As per university calendar & guidelines, the college resolved to conduct the internal exams (theory and practical).



M.V.R. DEGREE COLLEGE

(UG & PG Courses)
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The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	II/IV/VI SEM	4 Jan 2018-7 Jan 2018
MID II	II/IV/VI SEM	28 Feb 2018-3 Mar 2018

2. It is resolved and instructed the faculties to complete 2 ½ units of syllabus of mid I and the remaining for mid II examination, also instructed the faculties to submit concerned Subject question papers as per prescribed.

3. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection / printing
- Galley preparation
- Attendance
- Question paper distribution to examination Hall
- Answer scripts collection
- Verification of scripts
- Evaluation and Marks entry in register

4. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams & submit in the office, upload in university portals and maintain the scripts for further verification for by A.U

It is also instructed to the faculties to prepare progress report/result .Analysis to remedial actions classes for better results.

5. Andhra University semester and practical and theory exams will commence from 22 Mar 2018- 1 Apr 2018 and 2nd April 2018 respectively. Hence resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination.

6. Resolved and suggested the faculties of concerned department to make result analysis and prepare list of merit students for each semester and display the name and grade of meritorious students in their departmental notice board




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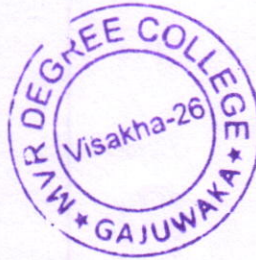
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ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding examination calendar for I, II & III year's students.
- 2) Mid I & II exams for I, II & III years degree student was conducted from 4 Jan 2018- 8 Jan 2018, 28 Jan 2018- 5 Mar 2018 successfully.
- 3) A notice was sent to the faculties regarding syllabus coverage, for Mid exams, submission of question papers, evaluation of answer scripts and uploading the same in university portal.
- 4) The examination workload was distributed equally among the staff member.
- 5) A notice was sent to the students regarding semester end exams, centre of examination etc...


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Proceedings of the Principal
President: Dr. A Bala Krishna

Sub: - MVR Degree College, Gajuwaka- Constitution of Examination Committee
2018-2019

Orders issued regarding.

Ref: Guidelines for constitution of Examination Committee

ORDERS:

With reference to the subject cited, the Principal, MVR Degree College is pleased to constitute the Examination Committee with the following members:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Smt.K.Indira	Member	
7	Kum.G.Sujatha	Member	
8	Sri.S.K.Srinivas	Member	

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

Principal

Copy to:

1. The Above members
2. HoDs of all Departments.
3. Library
4. Administrative Officers
5. File



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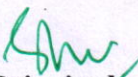
NOTICE

EXAMINATION COMMITTEE

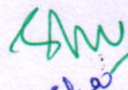
A meeting of Examination Committee will be held on 14th July, 2018 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

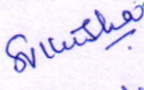
Agenda:

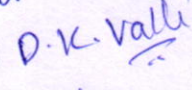
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- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.



Principal

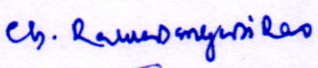
Members


1. Dr. A. Bala Krishna 

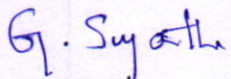
2. Dr.S.V.Krishna 

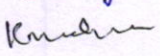
3. Smt.D.Kanakavalli 

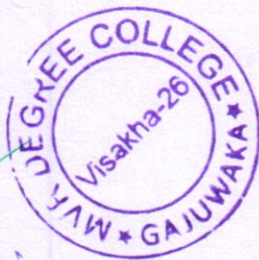
4. Sri.Kameshwara Rao 

5. Sri .Ch. Rama Sanyasi Rao 

6. Sri.S.K.Srinivas 

7. Kum.G.Sujatha 

8. Smt.K.Indira 



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2018-2019

EXAMINATION COMMITTEE

Minutes of Meeting

Date: 14 July, 2018

Day: Saturday

The examination committee meeting was held on 14 July, 2018 presided by Dr. Bala Krishna, Principal of MVR Degree College for the academic year 2018-19

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr. S.V. Krishna	Member	
3	Smt. D. Kanakavalli	Member	
4	Sri. Kameshwara Rao	Member	
5	Sri. Ch. Rama Sanyasi Rao	Member	
6	Smt. K. Indira	Member	
7	Kum. G. Sujatha	Member	
8	Sri. S.K. Srinivas	Member	

Agenda

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non-teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.

Resolution and Actions to be taken:-

- 1) As per university calendar & guidelines, the college resolved to conduct the internal exams (theory and practical).

The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	I/III/V Semester	06 Aug, 2018- 8, Aug 2018
MID II	I/III/V Semester	17 Sep, 2018- 19, Sep 2018
PRATICAL	I/III/V Semester	03 Oct, 2018- 16, Oct 2018
THEORY	I/III/V Semester	22 Oct, 2018- 11, Nov 2018

20/9/18



M.V.R. DEGREE COLLEGE

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2. It is resolved and instructed the faculties to complete 2 ½ units of syllabus of mid I and the remaining for mid II examination, also instructed the faculties to submit concerned Subject question papers as per prescribed.

3. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection / printing
- Galley preparation
- Attendance
- Question paper distribution to examination Hall
- Answer scripts collection
- Verification of scripts
- Evaluation and Marks entry in register

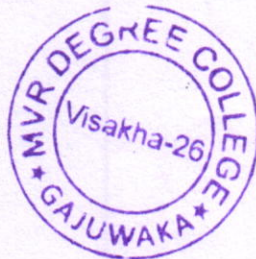
4. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams & submit in the office, upload in university portals and maintain the scripts for further verification for by A.U

It is also instructed to the faculties to prepare progress report/result .Analysis to remedial actions classes for better results.

5. Andhra University semester and practical and theory exams will commence from 03 Oct, 2018- 12,Oct 2018 and 22 Oct,2018- 11,Nov 2018 respectively. Hence resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination.

6. Resolved and suggested the faculties of concerned department to make result analysis and prepare list of merit students for each semester and display the name and grade of meritorious students in their departmental notice board


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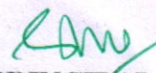
(UG & PG Courses)

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ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding examination calendar for I, II, & III year students. A calendar hand book was printed, which consists of exam dates, was distributed to the students in the beginning of the academic year 2018-2019
- 3) Mid I & II exams for I, II & III years degree students was conducted successfully.
- 4) A notice was sent to the faculties regarding syllabus converge for mid exams, submission of question papers, evaluation of answer scripts and uploading the same in university web portal for further verifications.
- 5) A notice was sent to the students regarding semester end exams, centre of examinations etc.


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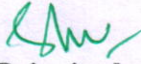
NOTICE

EXAMINATION COMMITTEE

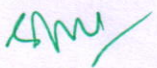
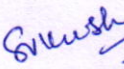
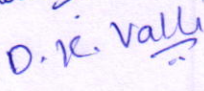

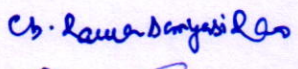

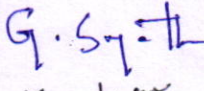
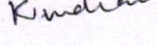
A meeting of Examination Committee will be held on 23rd Nov, 2018 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

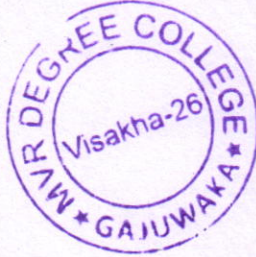
Agenda:

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
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- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.


Principal

Members

1. Dr. A. Bala Krishna 
2. Dr.S.V.Krishna 
3. Smt.D.Kanakavalli 
4. Sri.Kameshwara Rao 
5. Sri .Ch. Rama Sanyasi Rao 
6. Sri.S.K.Srinivas 
7. Kum.G.Sujatha 
8. Smt.K.Indira 



PRINCIPAL
M.V.R. DEGREE COLLEGE
Shramika Nagar, Gajuwaka
VISAKHAPATNAM-530026



M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2018-2019

EXAMINATION COMMITTEE

Minutes of Meeting-2

Date: 23, Nov 2018

Day: Friday

The examination committee meeting was held on 23rd Nov, 2018 presided by Dr. BalaKrishna, Principal of MVR Degree College for the academic year 2018-19

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	
8	Smt.K.Indira	Member	

Agenda

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.

Resolution and Actions to be taken:-

- 1) As per university calendar & guidelines, the college resolved to conduct the internal exams (theory and practical).

The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	II/IV/VI Semester	7 Jan 2019- 10 Jan 2019
MID II	II/IV/VI Semester	11 Feb 2019- 14 Feb 2019
PRATICAL	II/IV/VI Semester	25 Feb 2019- 6 Mar 2019
THEORY	II/IV/VI Semester	11 Mar 2019-17 Apr 2019



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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2. It is resolved and instructed the faculties to complete 2 ½ units of syllabus of mid I and the remaining for mid II examination, also instructed the faculties to submit concerned Subject question papers as per prescribed.

3. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection / printing
- Galley preparation
- Attendance
- Question paper distribution to examination Hall
- Answer scripts collection
- Verification of scripts
- Evaluation and Marks entry in register

4. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams & submit in the office, upload in university portals and maintain the scripts for further verification for by A.U.

It is also instructed to the faculties to prepare progress report/result .Analysis to remedial actions classes for better results.

5. Andhra University semester and practical and theory exams will commence from 25 Feb 2019- 6 Mar 2019 and 11 Mar 2019-17 Apr 2019 respectively. Hence resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination.

6. Resolved and suggested the faculties of concerned department to make result analysis and prepare list of merit students for each semester and display the name and grade of meritorious students in their departmental notice board




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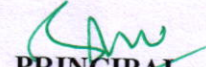
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ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding examination calendar for I, II, & III year students. A calendar hand book was printed, which consists of exam dates, was distributed to the students in the beginning of the academic year 2018-2019
- 3) Mid I & II exams for I, II & III years degree students was conducted successfully.
- 4) A notice was sent to the faculties regarding syllabus converge for mid exams, submission of question papers, evaluation of answer scripts and uploading the same in university web portal for further verifications.
- 5) A notice was sent to the students regarding semester end exams, centre of examinations etc.


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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

Proceedings of the Principal
President: Dr. A Bala Krishna

Sub: - MVR Degree College, Gajuwaka- Constitution of Examination Committee
2019-2020

Orders issued regarding.

Ref: Guidelines for constitution of Examination Committee

ORDERS:

With reference to the subject cited, the Principal, MVR Degree College is pleased to constitute the Examination Committee with the following members:

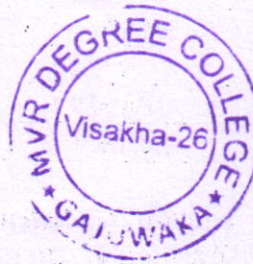
Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	<i>ABK</i>
2	Dr.S.V.Krishna	Member	<i>S.V.Krishna</i>
3	Smt.D.Kanakavalli	Member	<i>P.K.Valli</i>
4	Sri.Kameshwara Rao	Member	<i>Kameshwara Rao</i>
5	Sri .Ch. Rama Sanyasi Rao	Member	<i>Ch. Rama Sanyasi Rao</i>
6	Sri.S.K.Srinivas	Member	<i>S.K. Srinivas</i>
7	Kum.G.Sujatha	Member	<i>G. Sujatha</i>

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

ABK
Principal

Copy to:

1. The Above members
2. HoDs of all Departments.
3. Library
4. Administrative Officers
5. File



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Shramika Nagar, Gajuwaka
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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

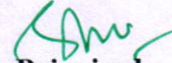
NOTICE

EXAMINATION COMMITTEE

A meeting of Examination Committee will be held on 16th July, 2019 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

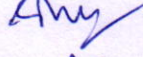
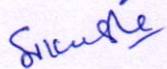
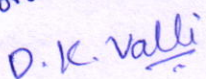

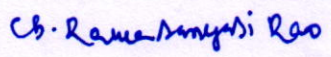

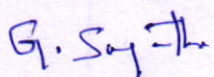
Agenda:

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.


Principal

PRINCIPAL
M.V.R. DEGREE COLLEGE
Shramika Nagar, Gajuwaka
VISAKHAPATNAM-530026

Members

1. Dr. A. Bala Krishna 
2. Dr.S.V.Krishna 
3. Smt.D.Kanakavalli 
4. Sri.Kameshwara Rao 
5. Sri .Ch. Rama Sanyasi Rao 
6. Sri.S.K.Srinivas 
7. Kum.G.Sujatha 





M.V.R. DEGREE COLLEGE

(UG & PG Courses)
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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2019-2020

EXAMINATION COMMITTEE

Minutes of Meeting-1

Date: 16th July 2019

Day: Tuesday

The examination committee meeting was in MVR Degree College, presided by Dr. BalaKrishna, Principal of MVR Degree College for the academic year 2019-20.

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	

Agenda:-

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.

Resolution and Actions to be taken:-

- 1) As per university calendar & guidelines, the college resolved to conduct the internal exams (theory and practical).

The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	I/III/V Semester	31 July 2019- 3 Aug 2019
MID II	I/III/V Semester	18 Sep 2019- 21 Sep 2019
PRATICAL	I/III/V Semester	23Sep 2019- 05 Oct 2019
THEORY	I/III/V Semester	14 Oct 2019-31Oct 2019



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(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2. It is resolved and instructed the faculties to complete 2 ½ units of syllabus of mid I and the remaining for mid II examination, also instructed the faculties to submit concerned Subject question papers as per prescribed.

3. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection / printing
- Galley preparation
- Attendance
- Question paper distribution to examination Hall
- Answer scripts collection
- Verification of scripts
- Evaluation and Marks entry in register

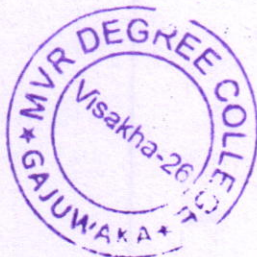
4. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams & submit in the office, upload in university portals and maintain the scripts for further verification for by A.U

It is also instructed to the faculties to prepare progress report/result .Analysis to remedial actions classes for better results.

5. Andhra University semester and practical and theory exams will commence from 23Sep 2019- 05 Oct 2019 and 14 Oct 2019-31Oct 2019 respectively. Hence resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination.

6. Resolved and suggested the faculties of concerned department to make result analysis and prepare list of merit students for each semester and display the name and grade of meritorious students in their departmental notice board

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M.V.R. DEGREE COLLEGE

Shramika Nagar, Gajuwaka



M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding examination calendar for I, II, & III year students. A calendar hand book was printed, which consists of exam dates, was distributed to the students in the beginning of the academic year 2019-20
- 3) Mid I & II exams for I, II& III years degree students was conducted successfully.
- 4) A notice was sent to the faculties regarding syllabus converge for mid exams, submission of question papers, evaluation of answer scripts and uploading the same in university web portal for further verifications.
- 5) A notice was sent to the students regarding semester end exams, centre of examinations etc.


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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

NOTICE

EXAMINATION COMMITTEE

A meeting of Examination Committee will be held on 21st Nov, 2019 at 3.00 pm at Lecturer Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

Agenda:

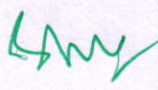
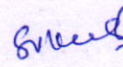
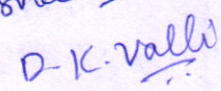
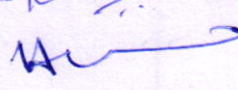
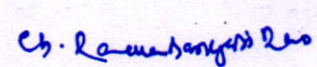
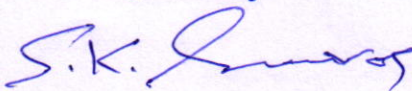
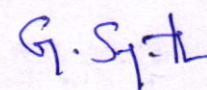
- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.


Principal



PRINCIPAL
M.V.R. DEGREE COLLEGE
Shramika Nagar, Gajuwaka
VISAKHAPATNAM-530026

Members

1. Dr. A. Bala Krishna 
2. Dr.S.V.Krishna 
3. Smt.D.Kanakavalli 
4. Sri.Kameshwara Rao 
5. Sri .Ch. Rama Sanyasi Rao 
6. Sri.S.K.Srinivas 
7. Kum.G.Sujatha 



M.V.R. DEGREE COLLEGE

(UG & PG Courses)
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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2019-2020

EXAMINATION COMMITTEE

Minutes of Meeting-2

Date: 21st Nov, 2019

Day: Thursday

The examination committee meeting was in MVR Degree College, presided by Dr. BalaKrishna, Principal of MVR Degree College for the academic year 2019-20.

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Smt.D.Kanakavalli	Member	
4	Sri.Kameshwara Rao	Member	
5	Sri .Ch. Rama Sanyasi Rao	Member	
6	Sri.S.K.Srinivas	Member	
7	Kum.G.Sujatha	Member	

Agenda:-

- 1) Internal examination i.e., Mid I & II fixation of dates.
- 2) Syllabus for Mid I & II
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.
- 5) Semester end exam dates for practical and theories.
- 6) Display merit student name and grade obtained, in departmental notice board.

Resolution and Actions to be taken:-

- 1) As per university calendar & guidelines, the college resolved to conduct the internal exams (theory and practical).

The dates and timings of the examinations are given below.

EXAMS	BATCH	DATE
MID I	II/IV/VI semester	27 Dec,2019- 31 Dec,2019
MID II	II/IV/VI semester	28 Feb,2020- 3 March,2020
PRATICAL	II/IV/VI semester	7March,2020-19 March,2020
THEORY	II/IV/VI semester	20 Mar,2020 onwards

182/120/2019



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(UG & PG Courses)

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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2. It is resolved and instructed the faculties to complete 2 ½ units of syllabus of mid I and the remaining for mid II examination, also instructed the faculties to submit concerned Subject question papers as per prescribed.

3. It is resolved to assign the duties to the staff members to perform various examination duties such as

- Question paper collection / printing
- Galley preparation
- Attendance
- Question paper distribution to examination Hall
- Answer scripts collection
- Verification of scripts
- Evaluation and Marks entry in register

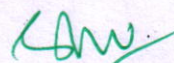
4. It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams & submit in the office, upload in university portals and maintain the scripts for further verification for by A.U

It is also instructed to the faculties to prepare progress report/result .Analysis to remedial actions classes for better results.

5. Andhra University semester and practical and theory exams will commence from 7March, 2020-19 March,2020 and 20 Mar,2020 onwards respectively. Hence resolved to request the principal to send a notice to the students regarding the details of exam dates, centre of examination.

6. Resolved and suggested the faculties of concerned department to make result analysis and prepare list of merit students for each semester and display the name and grade of meritorious students in their departmental notice board




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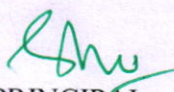
(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026

ACTIONS TAKEN REPORT:

- 1) Notice was sent to the students regarding examination calendar for I, II, & III year students. A calendar hand book was printed, which consists of exam dates, was distributed to the students in the beginning of the academic year 2019-20
- 3) Mid I & II exams for I, II & III year's degree students was conducted successfully.
- 4) A notice was sent to the faculties regarding syllabus converge for mid exams, submission of question papers, evaluation of answer scripts and uploading the same in university web portal for further verifications.
- 5) A notice was sent to the students regarding semester end exams, centre of examinations etc.


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M.V.R. DEGREE COLLEGE

(UG & PG Courses)

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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

Proceedings of the Principal
President: Dr. A Bala Krishna

Sub: - MVR Degree College, Gajuwaka- Constitution of Examination Committee
2020-21

Orders issued regarding.

Ref: Guidelines for constitution of Examination Committee

ORDERS:

With reference to the subject cited, the Principal, MVR Degree College is pleased to constitute the Examination Committee with the following members:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	
2	Dr.S.V.Krishna	Member	
3	Mrs.D.Kanakavalli	Member	
4	Mr.V.A. Kameshwara Rao	Member	
5	Dr.Ch.Rama Sanyasi rao	Member	
6	Mr.S.K.Srinivas	Member	
7	Ms .G. Sujatha	Member	
8	Dr. V. Tejeswara Rao	Member	
9	Mrs. Aruna Durga Lakshmi	Member	

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

Principal

Copy to: The Above members

1. HoDs of all Departments.
2. Library
3. Administrative Officers
4. File



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Shramik Nagar, Gajuwaka, Visakhapatnam-530026

Notice

Examination Committee

A Minutes of Examination Committee will be held on July 1st 2020 at 2:00PM at Lecture Hall 9, MVR Degree College. All the members are requested to attend the meeting without fail.

Agenda:

- 1) Internal examination dates.
- 2) Syllabus for Mid exams
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.


PRINCIPAL

Members Participated:

Dr.S.V.Krishna

Mrs.D.Kanakavalli

Mr.V.A. Kameshwara Rao

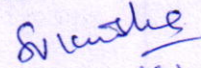
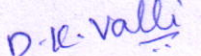
Dr.Ch.Rama Sanyasi rao

Mr.S.K.Srinivas

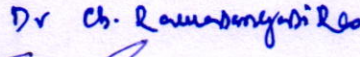
Ms .G. Sujatha

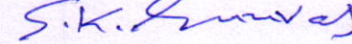
Dr. V. Tejeswara Rao

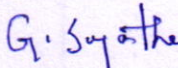
Mrs. Aruna Durga Lakshmi

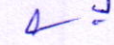



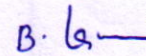














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M.V.R. DEGREE COLLEGE
Shramika Nagar, Gajuwaka
VISAKHAPATNAM-530026



M.V.R. DEGREE COLLEGE
(UG & PG Courses)
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Shramika Nagar, Gajuwaka, Visakhapatnam-530026

2020-21

EXAMINATION COMMITTEE

MINUTES OF MEETING-1

Date: July1, 2020

Venue: Lecture Hall 9

The examination committee meeting was held under the guidance of the principal for the academic year 2020-21

Members Participated:

Sl. No	Name	Designation	Signature
1	Dr. A. Bala Krishna	Chairman	<i>[Signature]</i>
2	Dr.S.V.Krishna	Member	<i>[Signature]</i>
3	Mrs.D.Kanakavalli	Member	<i>[Signature]</i>
4	Mr.V.A. Kameshwara Rao	Member	<i>[Signature]</i>
5	Dr.Ch.Rama Sanyasi rao	Member	<i>[Signature]</i>
6	Mr.S.K.Srinivas	Member	<i>[Signature]</i>
7	Ms .G. Sujatha	Member	<i>[Signature]</i>
8	Dr. V. Tejeswara Rao	Member	<i>[Signature]</i>
9	Mrs. Aruna Durga Lakshmi	Member	<i>[Signature]</i>

AGENDA

- 1) Internal examination dates.
- 2) Syllabus for Mid exams
- 3) Examination workload distribution to teaching and non- teaching staff.
- 4) Evaluation of answer scripts /results declaration/upload in university website portal.

Resolutions and actions to be taken:

- 1) As per university calendar and guidelines, the college resolved to conduct the internal exams (theory and practical) by following COVID-19 Restrictions.

It is resolved to request the Principal to send a notice/ circular to the students regarding the time table of online and offline mode exams and the same to be displayed in the notice board in the college premises as well as sent to the students whatsapp groups.

- 2) It is resolved and instructed the faculties to complete the syllabus for Mid exams and submit a set of question paper of concerned subject.

- 3) It is resolved to assign the duties to the staff members to perform various examination duties such as.

- h) Question paper collection's /prints
- i) Gallery preparation
- j) Attendance



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- k) Question paper distribution to examination hall
- l) Answer scripts collection
- m) Verification of scripts
- n) Evaluation and marks entry in register

4) It is resolved that the concerned subject faculty have to value the scripts within 3 days of completion of exams and submit in the office ,upload in university portals and maintain the scripts for further verification by A .U

It is also instructed to the faculties to prepare progress report /result analysis to identify the weak students and take necessary remedial actions classes for better results.


PRINCIPAL



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ACTIONS TAKEN REPORT

1. Notice was sent to the students through WhatsApp group's as well as to their concerned classes regarding examination timetables for I,II& III year students.

The dates of the examinations conducted were given below:-

EXAMS	BATCH	DATE
Semester End Exams	II & IV Semester	19-10-2020 to 31-10-2020
Mid Exams	III & V Semester	9-12-2020 to 12-12-2020
Semester End Exams	III & V Semester	25-3-2021 to 10-4-2021
Mid Exams	I Semester	8-4-2021 to 12-4-2021
Practical Exams	I Semester	29-7-2021 to 3-8-2021
Practical Exams	IV & VI Semester	19-7-2021 to 23-7-2021 online mode
Semester End Exams	I & VI Semester	18-8-2021 onwards
Mid Exams	II & V Semester	2-11-2021 to 8-11-2021



Signature of the Principal

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