

Date: 30.10.2025

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Examination Committee** for the **A.Y. 2025-26**.

Committee: Examination Committee			
S. No.	Name and Designation	Department	Role
1	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2	Dr. M. Durga Rao, Prof. & Addl. Controller of Examinations, JNTUH		University Nominee
3	Dr. A.V.S.S.K.S. Guptha, Prof. of ME, JNTUH, COE	ME, JNTUH	Member
4	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean A & P	CSE	Member
5	Dr. B.V. Krishnaveni, Assoc. Prof. & Dean IQAC	ECE	Member
6	Mr. K. Srinivas Rao, Assoc. Prof.	CSE	Member
7	Dr. M.S.R Lakshmi Reddy, Assoc. Prof.	CSE	Member
8	Dr. P. Srinivas, Assoc. Prof. & HOD	CSE(AI&ML)	Member
9	Dr. K. Pradeep Reddy, Assoc. Prof. HOD	CSE	Member
10	Dr. K. Niranjana Reddy, Assoc. Prof. & HOD	ECE	Member
11	Dr. A. Nirmal Kumar, Assoc. Prof. & HOD	CSE(DS)	Member
12	Dr. M. Radha Krishna Reddy, Prof. & HOD	H&S	Member
13	Mr. Umamaheswararao Gobbilla, Assoc. Prof. & HOD	MBA	Member
14	Mr. M. Ravi, Asst. Prof.	CSE	Member
15	Mr. N. Suresh, Asst. Prof.	CSE(AI&ML)	Member
16	Mr. P. Rajendran, Asst. Prof.	CSE(DS)	Member
17	Dr. G. Rajender, Assoc. Prof.	ECE	Member
18	Mrs. M. Hinuja, Asst. Prof.	H&S	Member
19	Prof. D. Upendra Chary, COE	H&S	Member Secretary

Duties and Responsibilities of the Exam Branch Committee:

- Maintain the student master record and university correspondence.
- Maintain the record of internal/end examination including laboratory results.
- Maintain the record of malpractices.
- Maintain the record of detained students list.
- Maintain the record of students credits.
- Maintain the record of supplementary students list.
- The answer scripts of internal exam and laboratory exams should be kept under safe custody.
- Display all the results the notice board soon after with announcement of result of each examination.
- The stationery related to examinations should be supplied only from the exam branch and maintain the account properly.
- Prepare internal/external examinations time table and display in the notice board in advance. A copy of the same should be submitted to A.O., Heads and Principal.
- The lab examinations time tables should be prepared after consultation with the concerned dept. head.
- Appoint the examiners for internal/external examinations with the consultation of the Principal and prepare appointment order in this regard and the same should be given to the examiners. All the process should be carried out confidentially.
- Invigilation duties should be prepared in advance and informed to the concerned invigilators.
- Collect the Question papers along with required no. of Xerox copies in the sealed covers and supply the required no. of question papers to the exam halls 5 minutes before commencement of exam.
- Seating plan and numbering should be made and have to be displayed in the notice board and respective exam halls in advance.
- Make necessary arrangements for end examinations as per JNTU norms.

- Collect the final list of students from the office and allot the Roll numbers as per JNTU norms and submit the list to A.O., Heads and the Principal.
- Collect the answer scripts after completion of the exams. Segregate the sheets according to the subject. Handover the same to the concerned faculty. The corrected answer scripts to be taken back along with marks in the stipulated time frame.
- Collect the examination, late and condonation fee from the students according to the dates prescribed by JNTU.
- Prepare the list of students attendance in the form of above 75%, between 65% -75% and below 65% i.e. detained. This is to be prepared at the end of semester/academic year and submit to the University along with hall tickets and fee in the stipulated time.
- The required submission to JNTU related to the examinations i.e. Marks, Attendance, malpractice cases etc. should be made in the stipulated time given by the JNTU.
- The marks list duly signed by the concerned faculty members should be collected.
- Maintain the record of issued hall tickets.
- Prepare the list of remuneration for examiners/ invigilators as per JNTU norms, collect the amount from the office, disburse and maintain the account.


PRINCIPAL
Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Copy submitted to Secretary

Copy to: 1. All HOD's 2. All Concerned 3. Notice Board 4. Office File.