



R K COLLEGE OF ENGINEERING

(Accredited by NAAC with 'A' Grade and Autonomous)

EXAMINATION COMMITTEE

Proceedings of the Principal, R K College of Engineering

Date: 28-08-2024

The undersigned is pleased to constitute the Examination Committee for the academic year 2024-25. The members of the committee are as follows:

Sl. No.	Name and Designation	Position / Category
1	Dr. Kondragunta Rama Krishnaiah, Principal	Chairman
2	Dr. I. Sai Ram, Controller of Examination, HOD of EEE & Vice Principal	Convener
3	Dr. P. Vamsi Krishna, Assistant Controller of Examination	Member
4	Dr. B Sridhar, HOD of CE	Member
5	Dr. H. Harish, HOD of ME & IQAC Coordinator	Member
6	Dr. B. E. Manjunath, HOD of ECE	Member
7	Dr. K. Koteswara Rao, HOD of CSE & Allied Branches	Member
8	Dr. N. Y. Raju, HOD of MBA	Member
9	Dr. K. V. Rama Rao, HOD of Mathematics	Member
10	Dr. V. Murali Krishna, HOD of Physics	Member
11	Dr. B. Prathima, HOD of Chemistry	Member
12	Dr. R. Sujatha Rani, HOD of English	Member

Functions of the Examination Committee:

- Examination Conduct:** Ensure the smooth and orderly conduct of examinations in the institute, adhering to guidelines provided.
- Question Paper Handling:** Organize and oversee the question paper reception, secure storage, and timely distribution. Scrutinize question papers for quality and relevance before printing.
- Evaluation and Results:** Coordinate with faculty for timely evaluation and processing of results, publish results, and manage award certificates for all students in collaboration with the university and institute.
- Statistics & Roll Number Records:** Compile data on subjects, student enrollment, and roll numbers for examination tracking and verification.
- Logistics & Arrangements:** Arrange seating, prepare the exam timetable, and issue requisition letters for invigilators and support staff.
- Supervision Duties:** Allot supervision duties for smooth invigilation and monitoring during examinations.
- Inventory & Stationery Management:** Maintain an inventory of required stationery and submit requisitions for suppliers three months in advance.
- Workshops & Seminars:** Organize workshops and seminars for continuous improvement of the examination system.
- Malpractice Management:** Refer cases of examination malpractice to the Malpractice Committee for resolution.
- Remuneration Processing:** Process exam remuneration bills promptly.

The members of the committee are requested to comply with their respective responsibilities to ensure the integrity and efficiency of the examination process for the academic year.

PRINCIPAL

Chairman, Academic Council
RKCE (Autonomous)