



**CMR COLLEGE OF ENGINEERING & TECHNOLOGY**  
(UGC AUTONOMOUS, NAAC Accredited With A-Grade)  
Kandlakoya (V), Medchal Road, Hyderabad -501401

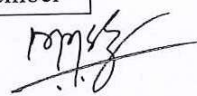
CMRCET/PRIN/EXAMS/AY2014-15/01

Date: 15/07/2014

**OFFICE ORDER**

The examination committee consist of the following members is constituted for the A.Y. 2014-15 to discuss and review the examination related activities.

S No	Name	Designation	Roll
1	Dr. M. Ramalinga Reddy	Chief Superintendent/Principal	Chairman
2	Dr. M. Narsi Reddy	Controller of Examinations	Convener
3	Major Prof. V. A. Narayana	Dean (Academics)	Member
4	Prof.. K. Suresh	HOD-Civil	Member
5	Prof.. S.Shyam Kumar	HOD-Mechanical	Member
6	Prof.G.Devadasu	HOD-EEE	Member
7	Proff. B. Lokeswara Rao	HOD-ECE	Member
8	Dr. K. Srinivasa Rao	HOD-CSE	Member
9	Mrs. T. Rohini Reddy	HOD-B.T	Member
10	Mr. M. Chandrasekhar Reddy	HOD-H & S	Member
11	Mr. A. Kotishwar	HOD-MBA	Member

  
Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. IQAC Coordinator
2. Deans
3. Controller of Examinations
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Members Concerned

  
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CMRCET/PRIN/ EXAMS/AY2014-15/CIR-01

Date: 08/08/2014

## CIRCULAR

All the Examination committee members are hereby informed that, the Examination committee meeting is scheduled on 18.08.2014 in the Principal office at 2.15pm. All are requested to be present on time.

The Agenda of the meeting is:

1. To approve the Academic calendar for A.Y 2014-15
2. To discuss and approve Examination manual
3. To discuss examination fee fixation
4. To conduct an awareness program for faculty on examination system
5. To discuss and finalize remunerations of various examination activities
6. To create awareness on R14 Academic regulations among students
7. Any other point with the permission of chair

Controller of Examinations

Principal

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Date: 18/08/2014

## MINUTES OF MEETING

1. The Meeting was started at 2.15pm in the Principal office.
2. The Chairman has congratulated all the members on getting UGC Autonomous for the period of six years w.e.f the A.Y 2014-15
3. The Convener started the meeting by wishing chairman and all members.
4. The committee has discussed the academic calendar and approved.
5. The examination manual has been reviewed and approved for implementation with effect from A.Y 2014-15.
6. The committee suggested to conduct awareness program for 2014 admitted batch students regarding Autonomous examination System and Academic Rules and Regulations.
7. The committee has discussed the examination fee and approved as follows

Sl.No.	No. of Subjects	Examination fee for U.G	Examination fee for P.G
1	Regular-All Subjects	Rs. 1500	Rs. 1500
2	Supplementary-One Subject	Rs. 400	Rs. 400
3	Supplementary-Two Subjects	Rs. 800	Rs. 800
4	Supplementary-Three Subjects	Rs. 1200	Rs. 1200
5	Supplementary-Four Subjects and above	Rs. 1500	Rs. 1500

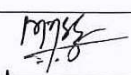

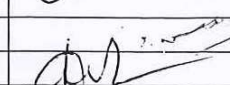
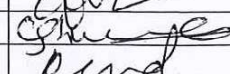
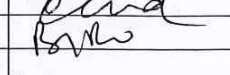
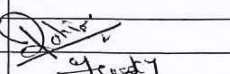
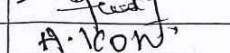



8. The committee has recommended to conduct awareness program on examination procedures on 05/07/2014.
9. The committee has reviewed and approved the remunerations of various examination duties, which is as follows.

Sl. No.	Description	Approved Rates in Rs/-
1	Paper Setting of Question Paper	1000
2	Preparation of Scheme of Valuation	150
3	Preparation of key	500
4	Moderation of Question Paper	200
5	Valuation of Scripts of UG& PG Theory	15 Per Script (Min 150)
6	For Conducting UG Practical Examinations (Valuation including Paper Setting) for two examiners	15 Per Script (Min 150)
7	B.Tech Project Evaluation & Viva Voce	
	i) External Examiner	3000 Per Section/30 per candidate/Min 300 for supple
	ii) HOD	20 per candidate (Min 150)
	iii) Internal Examiner	20 per candidate (Min 150)
8	Mini Project	-
	PG Project Evaluation and Viva Voce for M.Tech (For three examiners)	
	i) External Examiner	1000 per candidate
	ii) HOD	300 per candidate
	iii) Internal Examiner	200 per candidate
9	PG Project Evaluation and Viva Voce for MBA (For three examiners)	
	iv) External Examiner	1000 per candidate
	v) HOD	300 per candidate

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	i) External Examiner only (for regular only)	1200 per section
10	For Conducting PG Practical Examinations (Valuation including Paper Setting) for two examiners	20 Per Script (Min 150)
11	Conducting Theory Examinations	
	i) Chief Superintendent (Theory, Practical & Project)	200 per session
	i) Controller of Examinations (Theory, Practical & Project)	200 per session
	ii) Additional controller of Examinations (Theory, Practical & Project)	100 per session
	iii) Assistant Controller of Examinations (Theory, Practical & Project)	75 per session
	iv) Invigilator for every 20 students	75
	v) Confidential Invigilator	75
	vi) Ministerial staff one for every 100 students	50
	vii) Peon one for every 100 students	30
	viii) Water boys one for every 50 students	30
	ix) Seating arrangement per session	60
12	Scrutiny of scripts	1 per script
13	Coding	0.5 per script
14	Decoding	0.5 per script
15	Tearing of part-I of OMR	0.25 per script
16	Conducting Practical Examinations	
	i) Instructor/Foremen	40 per batch
	ii) Store keeper/ Typist	30 per batch
	iii) Attender	25 per batch
	iv) Preparation and Dismantling for instructor and attender(Regular exams only)	Extra two sessions
	v) Work shop staff	500 per batch
	vi) Power house staff	1200 per Sem
17	TA & DA for examiners coming from outside for Lab or Valuation	200 per day

10. MEMBERS PRESENT:

1	Chief Superintendent/Principal	Dr. M. Ramalinga Reddy	Chairman	
2	Controller of Examinations	Dr. M. Narsi Reddy	Convener	
3	Dean (Academics)	Major V. A. Narayana	Member	
4	HOD-Civil	Prof.. K. Suresh	Member	
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