CMRCET/PRIN/ EXAMS/AY2019-20/CIR-01   **Date: 01/06/2019**

CIRCULAR

All the Examination committee members are hereby informed that, the Examination committee meeting is scheduled on 15.06.2019 in the Principal office at 1.00 PM. All are requested to be present on time.

The Agenda of the meeting is:

1. To approve the Academic calendar for A.Y 2019-20.
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 R18 Academic regulations among students.
7. Any other point with the permission of chair.

Controller of Examinations   **Principal**

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

Copy to:

1. IQAC Coordinator
2. Deans
3. All Members Concerned

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Date: 15/06/2019

MINUTES OF MEETING

1. The Meeting was started at 1.00 pm in the Principal office.
2. The Convener started the meeting by wishing chairman and all members.
3. The committee has discussed the academic calendar and approved.
4. The examination manual has been reviewed and approved for implementation with effect from A.Y 2019-20.
5. 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. 1800	Rs. 1800
2	Supplementary-One Subject	Rs. 500	Rs. 500
3	Supplementary-Two Subjects	Rs. 900	Rs. 900
4	Supplementary-Three Subjects	Rs. 1300	Rs. 1300
5	Supplementary-Four Subjects and above	Rs. 1800	Rs. 1800

6. The committee has recommended conducting awareness program for faculty on examination system department wise.
7. The committee has reviewed and approved the remunerations of various examination duties, which is as follows.
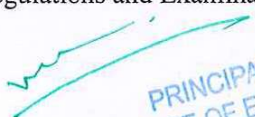
Sl. No.	Description		Approved Rates in Rs/-
1	Paper Setting of Question Paper		1500
2	Preparation of Scheme of Valuation		250
3	Preparation of key		750
4	Moderation of Question Paper		300
5	Valuation of Scripts of UG& PG Theory		20 Per Script (Min 200)
6	For Conducting UG Practical Examinations (Valuation including Paper Setting) for two examiners		20 Per Script (Min 200)
7	B.Tech Project Evaluation & Viva Voce		
	i)	External Examiner	5000 Per Section/40 per candidate/Min 500 for supple
	ii)	HOD	40 per candidate (Min 200)
	iii)	Internal Examiner	40 per candidate (Min 200)
8	Mini Project		-
	i)	External Examiner	2500 Per Section/40 per candidate/Min 200 for supple
	ii)	HOD, Supervisor (guide) and Senior faculty each	20 per candidate/Min 200 for supple
9	PG Project Evaluation and Viva Voce for M.Tech (For three examiners)		
	i)	External Examiner	1200 per candidate
	ii)	HOD	400 per candidate
	iii)	Internal Examiner	300 per candidate
	PG Project Evaluation and Viva Voce for MBA (For three examiners)		
	iv)	External Examiner	1000 per candidate
	v)	HOD	300 per candidate
	vi)	Internal Examiner	200 per candidate

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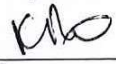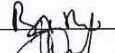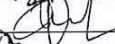Kandlakoya (V), Medchal Road,
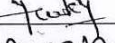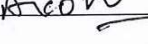Hyderabad-501401
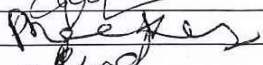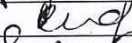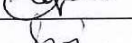
10	M.Tech Comprehensive Viva		
	i)	HOD	50 per candidate
	ii)	Two Experts	50 per candidate
11	For Conducting PG Practical Examinations (Valuation including Paper Setting) for two examiners		25 Per Script (Min 250)
12	Conducting Theory Examinations		
	i)	Chief Superintendent (Theory, Practical & Project)	300 per session
	i)	Controller of Examinations (Theory, Practical & Project)	300 per session
	ii)	Additional controller of Examinations-I (Theory, Practical & Project)	200 per session
	iii)	Assistant Controller of Examinations-II (Theory, Practical & Project)	150 per session
	iv)	Assistant Controller of Examinations-III (Theory, Practical & Project)	150 per session
	v)	Observer/Squad	300 per session
	vi)	Invigilator for every 20 students	100
	vii)	Confidential Invigilator	100
	viii)	Ministerial staff one for every 100 students	75
	ix)	Peon one for every 100 students	40
	x)	Water boys one for every 50 students	40
	xi)	Seating arrangement per session	75
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)	Skilled Assistant	75 per batch
	ii)	Instructor/Foremen	50 per batch
	iii)	Store keeper/ Typist	40 per batch
	iv)	Attender	30 per batch
	v)	Preparation and Dismantling for instructor and attender(Regular exams only)	Extra two sessions
	vi)	Work shop staff	600 per batch
	vii)	Power house staff	1500 per Sem
17	TA & DA for examiners coming from outside for Lab or Valuation		300 per day

8. The committee has recommended to conduct awareness program for the students on R18 Academic regulations department wise.

9. The committee has recommended to conduct a "Faculty & Staff Awareness Program on Academic Regulations and Examination Procedures" on 15-07-2019.

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CMR COLLEGE OF ENGG. & TECH.
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Hyderabad-501401.

MEMBERS PRESENT:

1	Chief Superintendent/Principal	Major Dr V. A. Narayana	Chairman	
2	Controller of Examinations	Dr. K. Srinivasa Rao	Convener	
3	Dean (Academics)	Dr. B. Lokeswara Rao	Member	
4	HOD-Civil	Dr. K. Suresh	Member	
5	HOD-Mechanical	Dr.P. Ravi Kumar	Member	
6	HOD-EEE	Prof. G. Devadasu	Member	
7	HOD-ECE	Prof. Poornachandar Rao	Member	
8	HOD-CSE	Dr. K. Vijay Kumar	Member	
9	HOD-IT	Dr. K L S Soujanya	Member	
10	HOD-H & S	Dr. M. Chandrasekhar Reddy	Member	
11	HOD-MBA	Dr. A. Kotishwar	Member	