



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC AUTONOMOUS, NAAC Accredited With A-Grade)

Kandlakoya (V), Medchal Road, Hyderabad -501401


CMRCET/PRIN/EXAMS/AY2019-20/01

Date: 01/06/2019

OFFICE ORDER

The examination committee consist of the following members is constituted for the A.Y. 2019-20 to discuss and review the examination related activities.


S No	Names	Designation	Roll
1	Major Dr V. A. Narayana	Chief Superintendent/Principal	Chairman
2	Dr. K. Srinivasa Rao	Controller of Examinations	Convener
3	Dr. B. Lokeswara Rao	Dean (Academics)	Member
4	Dr. K. Suresh	HOD-Civil	Member
5	Dr.P. Ravi Kumar	HOD-Mechanical	Member
6	Prof. G. Devadasu	HOD-EEE	Member
7	Prof. Poornachandar Rao	HOD-ECE	Member
8	Dr. K. Vijay Kumar	HOD-CSE	Member
9	Dr. K L S Soujanya	HOD-IT	Member
10	Dr. M. Chandrasekhar Reddy	HOD-H & S	Member
11	Dr. 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/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

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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

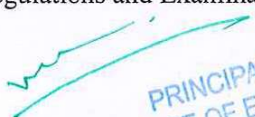
6. The committee has recommended conducting awareness program for faculty on examination system department wise.
7. The committee has reviewed and approved the remunerations of various examination duties, which is as follows.

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
	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
9	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


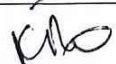


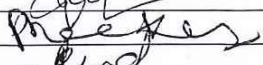
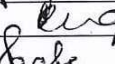
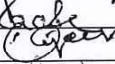
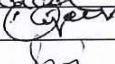


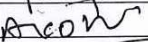
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10	M.Tech Comprehensive Viva	
	i) HOD	50 per candidate
	ii) Two Experts	50 per candidate
11	For Conducting PG Practical Examinations (Valuation including Paper Setting) for two examiners	25 Per Script (Min 250)
12	Conducting Theory Examinations	
	i) 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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