



**Amrita Sai Institute of Science & Technology**  
(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution. Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel:08678-277777

Toll Free No: 1800 1212 369



07-07-2025

**OFFICE ORDER**  
**EXAMINATION CELL COMMITTEE**

The undersigned is pleased to constitute Examination cell Committee with the following body for the academic year 2025-26.

**Roles & Responsibilities**

1. The Examination Committee shall prepare relevant time tables of the university examinations.
2. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
3. Committee should collect examiners names for assessment and moderation of each subject from respective HODs.
4. Preparation of smooth conduct of Examinations, preparation of time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
5. To ensure that the entire exam related documents reach the university in time.
- 6.

  
(Dr. M SASIDHAR)  
PRINCIPAL

Copy to Management/C.E.O,  
DOA/All HOD's/All Committee Members  
Non Academic staff/ Library/Exam Cell/  
Transport/Admin./Security

PRINCIPAL  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala,  
NTR Dist - 521180



# Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution, Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel: 08678-277777

Toll Free No: 1800 1212 369



09-07-2025

## CIRCULAR

It is proposed to convene the Examination cell committee meeting on 09-07-2025 at 3.00PM in Library Hall.

### **The following is the agenda for the meeting**

#### **Academic Examination Calendar**

- Discussion and approval of examination schedule for the current semester / academic year.

#### **Internal and External Examinations Planning**

- Planning of internal assessments, semester-end examinations, and supplementary exams.

#### **Question Paper Preparation and Confidentiality**

- Allocation of question paper setting responsibilities.
- Measures to ensure confidentiality and secure handling.

#### **Evaluation and Result Declaration**

- Timeline for valuation of answer scripts.
- Schedule for result processing and publication.

#### **Student Grievances and Revaluation**

- Procedure for addressing examination-related grievances.
- Revaluation and recounting process.

#### **Record Maintenance and Documentation**

- Maintenance of marks registers, attendance sheets, and confidential records.

#### **Any Other Matter (AOM)**

- Matters with the permission of the Chair.  
All the committee members are requested to attend the meeting without fail

**CONVENER**

Copy to Management/C.E.O,  
DOA/All HOD's/All Committee Members  
Non Academic staff/ Library/Exam Cell/  
Transport/Admin./Security

  
PRINCIPAL  
PRINCIPAL

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala,  
NTR Dist - 521180



# Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel:08678-277777

Toll Free No: 1800 1212 369



10-07-2025

## MINUTES OF EXAMINATION CELL COMMITTEE AY 2025-26

Minutes of the Meeting of Exam Cell Committee held on 10<sup>th</sup> July 2025 at 3:00 pm. in Library Hall.

### Agenda

1. Preparation of activities under digital marketing committee for the academic year 2025-26.

### Minutes:

The following issues are discussed

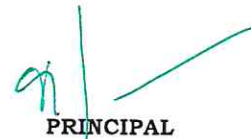
1. The minutes of the previous Exam Cell Committee meeting were reviewed and confirmed.
2. The academic examination calendar for the current semester was discussed and approved.
3. It was resolved to conduct internal assessments and semester-end examinations as per the approved schedule.
4. The committee discussed the preparation, moderation, and confidentiality of question papers and decided to strictly follow examination norms.
5. Procedures for revaluation, recounting, and handling student grievances were discussed and approved.

### Members present:

S.No	Name of the Member	Dept.	Position
1.	Sri CH Chinna Veeraiah	EEE	C E
2.	Dr.T Elango	Mechanical	DCE
3.	K Sabarinath	EEE	ACE

### CONVENER

Copy to Management/C.E.O,  
DOA/All HOD's/All Committee Members  
Non Academic staff/ Library/Exam Cell/  
Transport/Admin./Security

  
PRINCIPAL

PRINCIPAL  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala,  
NTR Dist - 521180