

**ST. ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY**

(An Autonomous Institution)

Bypass Road, Nayunipalli, Chirala, Bapatla District-523187

Accredited by NAAC With 'A' Grade | Accredited by NBA | Approved by AICTE | Permanently Affiliated to JNTUK |
Recognized by UGC U/S 2(f) & 12(B) | Approved with 'A' Grade by Andhra Pradesh State Government | Permanently Accredited by IE(I)

Ref. No. SACET/ 2024-25/ Principal/ Exam Cell/ 01

Date : 01-07-2024

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|---------------|----------------------------|
| ORIGINATOR | Principal |
| CIRCULATED TO | All HODs and Section Heads |

Sub : Examination Committee for Academic Year 2024-25 – SACET (Autonomous)

Following members of the institution will be part of the Examination Committee of St. Ann's College of Engineering and Technology (Autonomous) for the Academic year 2024-25 and shall look after all the examination related matters as per SOP's laid down by the statutory and regulatory bodies.

| S.No | Name | Designation |
|------|-------------------------|---------------------------------------|
| 1 | Dr. K. Jagadeesh Babu | Principal |
| 2 | Dr. C. Subba Rao | Director, ARD |
| 3 | Dr. P. Srinivasa Rao | Coordination, IQAC |
| 4 | Dr. S.V.D. Anil Kumar | Controller of Examination (UG) |
| 5 | Mr. N. Lakshmi Narayana | Deputy Controller of Examination (UG) |
| 6 | Mr. D. Nagesh Babu | Deputy Controller of Examination (UG) |
| 7 | Mr. N. Narasimha Rao | Deputy Controller of Examination (UG) |
| 8 | Mr. G Sabarinath | Deputy Controller of Examination (PG) |

The Powers and Duties Examination Committee (EC) :

- The EC Shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- The EC shall recommend examination reforms and shall implement them after approval of Academic council.
- The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- The EC shall arrange for strict vigilance during the conduct of examination so as to avoid
 - Use of unfair means by the students, faculty, and invigilators.
- Complaint Redressal Committee (CRS) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examination.


PRINCIPAL

Copy to : The Hon'ble Secretary & The Correspondent – for information
The Director (AR & D) – for information
The Manager –for information
All HODs
Examination Section
TPO