

MALLA REDDY COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUH)

Recognised under Section 2(f) & 12(B) of the UGC Act 1956, An

ISO 9001:2015 Certified Institution.

Maisammaguda, Dhulapally, post via Kompally, Secunderabad -
500100



Internal Quality Assurance Cell (IQAC)



EXAMINATION AND EVALUTION COMMITEE

2023-2024



MALLA REDDY COLLEGE OF ENGINEERING

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EXAMINATION COMMITTEE

The examination branch of the college is a confidential section with the responsibility of smooth conduct of examinations for all the courses and maintenance of student records etc., The Examination branch is headed by the chief superintendent of the examination branch and ably assisted by officer In-charge of Examinations with supporting staff. Conduction of all examinations is the main activity cell. The exam cell also coordinates with the JNTUH regarding all matters related with examination. The officer In-charge also coordinates with the Principal in regards to all examination matters. Any information either received or required to be sent to the University are being dealt with in the cell.

Objective: *To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the JNTUH from time to time.*

The major activities of Exam Cell are:

- Any Circular, Guideline, Office Order, Notification received by the College are processed in the cell, reply thereof prepared and after Principal's signature dispatched to the University.
- Examination Notices received from the University are duly served to all concerned.
- The Notices for University indicating details regarding Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
- Preparation of smooth conduct of Examinations, preparation of Time table, Invigilation duty chart, Seat allotment in the Examination halls etc.
- During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- After completion of examination, distribution of Answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.
- After the results of various examinations received from the University, distribution of marks sheets to Students.
- The cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.

Composition of Examination Committee

S.No.	Composition	Name of the Faculty	Position in the Committee	Contact No. & E- Mail Id
1.	<ul style="list-style-type: none"> Principal- Chief Superintendent One Professor- Coordinator One Exam Cell coordinator from each department as nominated by HOD - Member 	Dr.M.Ashok	Chief Superintendent	9348161222 principal@mrce.in
2.		Ramakrishna Mankena	Exam Cell In-charge	9000008104 Rams.prof@gmail.com
3.		Dr. N Prakash	Coordinators- H&S	9040671981 Knprakash08@gmail.com
4.		Mr. Shiva Rao	Coordinators- CSE	9618136040 Shivarao.yannam@gmail.com
5.		Mr. I Obulesh	Coordinators- ECE	7093948192 Indlaobulu43@gmail.com
6.		Mr. V Ravinder	Coordinators- MECH	9908858162 vankujothravinder@gmail.com
7.		Mr. R Venkatesh	Coordinator- AIML	9177799069 hodcsm@mrce.in
8.		Mr. Akash Dey	Coordinators- DS	7364911924 Deyakash.mrce@gmail.com
9.		Mr. Ravi Kumar	Coordinators- AIDS	9006963986 Ravikumar67059@gmail.com
10.		Mr. Lakshmi Reddy	Coordinators- IT	9052431886 Lakshmireddy43@gmail.com
11.		Mr. V Srinu	Incharge	8074916064 Srinuv252@gmail.com
12.		Mr. K Ramesh	Addl. Incharge	9908117095 Kanthala95@gmail.com
13.		Mr. S Manivannan	Senior Assistant	9345328230 Mani9400@gmail.com
14.		Mr. B Murali Krishna	Senior Assistant	7989064916 burugumuralikrishna@gmail.com
15.		Mr. M Radhakrishnan	Senior Assistant	8973982560 Radhakrishnan-csd@mrce.in

Dr.M.Ashok

Principal