



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

EXAMINATION COMMITTEE STANDARD OPERATING PROCEDURE

- **Student Registration:** Level wise (UG/PG), Course Wise (BTech/ MTech/ MBA/ MCA), Year wise(I/II/III/IV) and semester wise(I/II) student registration to the JNTUK Application Portal within 15 days from the commencement of the Academic calendar after collecting subject wise data (Regular/Electives/Audit/MOOCs) from the departments.
- **Internal Theory Exams:** Conducting internal theory examinations for BTech/ MTech/MBA/MCA semester wise as per the schedule released by JNTUK.
- **Internal Laboratory Exams:** Conducting internal laboratory examinations for BTech/MTech/MBA/MCA semester wise as per the academic calendar released by JNTUK.
- **Internal Marks Upload:** Uploading internal marks of BTech/MTech/MBA/MCA semester wise within the time frame and through the upload link given by JNTUK in prescribed format.
- **External Examination Registration:** With respect to the examination notification released by JNUK for BTech/MTech/MBA/MCA semester wise, completing the student registration and uploading detention list to the University as per recommendations from the concerned departments.
- **Subject Experts Upload:** Uploading subject experts lists for BTech/MTech/ MBA/MCA semester wise to the university for the purpose of Spot valuation/ Question paper scheme preparations.
- **Stationery Collection/Dispatch:** Collecting stationery from the university for external laboratory/theory examinations within the schedule and dispatching the same to the concerned jumbling center for further process.
- **External Laboratory Exams:** Conducting external laboratory examinations as per the list of external examiners appointed by the University within the schedule.
- **External Theory Exams:** Smoothly conducting external theory examinations as exam center for the students allocated from other colleges and strictly following the

guidelines from the University to complete the process of the examinations within the schedule without any violation.

- **External Project Viva-Voce Exams:** Conducting external project viva-voce exams for final semester students of BTech/MTech/MBA/MCA as per the guidelines from the University within the schedule.
- **Student Grievances :** Any student having any problem with respect to examinations/marks memos/certificates related to internal exam marks/ external exam marks/name corrections can approach with a letter to the examination committee and grievances will be cleared within the time frame.
- **Result Analysis:** Analyzing the results of the student's course wise, semester wise and updating the same to concerned departments.
- **Distribution of Marks Memos/Certificates:** After receiving marks memos from the University, course wise and semester wise marks memos will be issued to the concerned department to further distribute to the concerned students. Final certificates of the students like PC/CMM will be issued from the central examination section after clearing all the formalities of the institution.


CONVENER


PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPA, EM-533 437