Date: 24-08-2018

Sub: Convening the meeting of EMC [1/2018-19] – Reg.

A meeting of EMC is to be convened on 27-08-2018 at 02.00 P.M in the Principal's office.

## Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

## Minutes of the EMC meeting held on 27-08-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	ach
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Farrol
3.	DR MOHAMMAD S QASEEM	MEMBER	Jass
4.	PROF RAZA AHMED KHAN	MEMBER	Will.
5.	MR NISAR AHMED	MEMBER	1. Hurali
6.	MR VIJAY K GUDIVADA	MEMBER	C. you

Chairman, EMC welcomed the members of EMC to the 1st meeting of AY 2018-19 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 05-11-2018

Sub: Convening the meeting of EMC [2/2018-19] – Reg.

A meeting of EMC is to be convened on 05-11-2018 at 02.00 P.M in the Principal's office.

## Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

#### Minutes of the EMC meeting held on 05-11-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	ACE
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Lawren
3.	DR MOHAMMAD S QASEEM	MEMBER	Dus
4.	PROF RAZA AHMED KHAN	MEMBER	Ond.
5.	MR NISAR AHMED	MEMBER	M. Alwards. M
6.	MR VIJAY K GUDIVADA	MEMBER	P. hardin

Chairman, EMC welcomed the members of EMC to the 2<sup>nd</sup> meeting of AY 2018-19 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- **4. Submission of award list to exam branch:** The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- **5.** Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 05-11-2018

Sub: Convening the meeting of EMC [3/2018-19] – Reg.

A meeting of EMC is to be convened on 05-11-2018 at 02.00 P.M in the Principal's office.

## Agenda:

- 1. Received the Lab internal and Lab external schedule.
- 2. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

# Minutes of the EMC meeting held on 05-11-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Dest
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	famol
3.	DR MOHAMMAD S QASEEM	MEMBER	alus
4.	PROF RAZA AHMED KHAN	MEMBER	Uns.
5.	MRNISAR AHMED	MEMBER	N.Almal.
6.	MR VIJAY K GUDIVADA	MEMBER	Cilian

Chairman, EMC welcomed the members of EMC to the 3rd meeting of AY 2018-19 at 2-00 P.M.

- 1. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- 2. Preparation of duty chart for end semester exams: The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty with out fail.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 04-02-2019

Sub: Convening the meeting of EMC [4/2018-19] - Reg.

A meeting of EMC is to be convened on 06-02-2019 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

#### Minutes of the EMC meeting held on 06-02-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	ASB
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Rames
3.	DR MOHAMMAD S QASEEM	MEMBER	Our-
4.	PROF RAZA AHMED KHAN	MEMBER	Nag
5.	MR NISAR AHMED	MEMBER	M. Herocol
6.	MR VIJAY K GUDIVADA	MEMBER	C. hoy

Chairman, EMC welcomed the members of EMC to the 4th meeting of AY 2018-19 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- **4. Submission of award list to exam branch:** The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 09-04-2019

Sub: Convening the meeting of EMC [5/2018-19] – Reg.

A meeting of EMC is to be convened on 11-04-2019 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

# Nawab Shah Alam Khan college of engineering & technology

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### Minutes of the EMC meeting held on 11-04-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1-	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	ACR
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Rawed
3.	DR MOHAMMAD S QASEEM	MEMBER	Ous
4.	PROF RAZA AHMED KHAN	MEMBER	Drs.
5.	MR NISAR AHMED	MEMBER	N.Alwood
6.	MR VIJAY K GUDIVADA	MEMBER	Charle

Chairman, EMC welcomed the members of EMC to the 5th meeting of AY 2018-19 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- **4. Submission of award list to exam branch:** The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- **5.** Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 09-04-2019

Sub: Convening the meeting of EMC [6/2018-19] – Reg.

A meeting of EMC is to be convened on 11-04-2019 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Received the Lab internal and Lab external schedule.
- 2. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# Nawah Shah Alam Khan COLLEGE OF ENGINEERING & TECHNOLOGY

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# Minutes of the EMC meeting held on 11-04-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Acq
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Lamos
3.	DR MOHAMMAD S QASEEM	MEMBER	Our
4.	PROF RAZA AHMED KHAN	MEMBER	Dug.
5.	MR NISAR AHMED	MEMBER	W. Abroca.
6.	MR VIJAY K GUDIVADA	MEMBER	Carlon Is

Chairman, EMC welcomed the members of EMC to the 6th meeting of AY 2018-19 at 2-00 P.M.

- 1. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- 2. Preparation of duty chart for end semester exams: The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty with out fail.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 05-09-2019

Sub: Convening the meeting of EMC [1/2019-20] – Reg.

A meeting of EMC is to be convened on 07-09-2019 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

# Minutes of the EMC meeting held on 07-09-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	ACR
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Ralmol
3.	DR MOHAMMAD S QASEEM	MEMBER	Doch
4.	PROF RAZA AHMED KHAN	MEMBER	Mug.
5.	MR NISAR AHMED	MEMBER	M. Almort
6.	MR VIJAY K GUDIVADA	MEMBER	Cilran

Chairman, EMC welcomed the members of EMC to the 1st meeting of AY 2019-20 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch.
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 14-11-2019

Sub: Convening the meeting of EMC [2/2019-20] – Reg.

A meeting of EMC is to be convened on 16-11-2019 at 02.00 P.M in the Principal's office.

### Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# Nawah Shah Alam Khan college of engineering & technology

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#### Minutes of the EMC meeting held on 16-11-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	DE B
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Rahmol
3.	DR MOHAMMAD S QASEEM	MEMBER	Olus
4.	PROF RAZA AHMED KHAN	MEMBER	Ong.
5.	MR NISAR AHMED	MEMBER	N. Alward
6.	MR VIJAY K GUDIVADA	MEMBER	C. harr

Chairman, EMC welcomed the members of EMC to the 2<sup>nd</sup> meeting of AY 2019-20 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 14-11-2019

Sub: Convening the meeting of EMC [3/2019-20] – Reg.

A meeting of EMC is to be convened on 16-11-2019 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Received the Lab internal and Lab external schedule.
- 2. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

### Minutes of the EMC meeting held on 16-11-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Del
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Lawel
3.	DR MOHAMMAD S QASEEM	MEMBER	Der
4.	PROF RAZA AHMED KHAN	MEMBER	Mus.
5.	MR NISAR AHMED	MEMBER	N.Alrod
6.	MR VIJAY K GUDIVADA	MEMBER	Chan

Chairman, EMC welcomed the members of EMC to the 3<sup>rd</sup> meeting of AY 2019-20 at 2-00 P.M.

- 1. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- 2. Preparation of duty chart for end semester exams: The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty without fail.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 06-02-2020

Sub: Convening the meeting of EMC [4/2019-20] – Reg.

A meeting of EMC is to be convened on 06-02-2020 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

### Minutes of the EMC meeting held on 06-02-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	DES
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Ramod
3	DR MOHAMMAD S QASEEM	MEMBER	Dus
4.	PROF RAZA AHMED KHAN	MEMBER	Oling
5.	MR NISAR AHMED	MEMBER	N. Almod
6.	MR VIJAY K GUDIVADA	MEMBER	C. hay

Chairman, EMC welcomed the members of EMC to the 4th meeting of AY 2019-20 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 01-04-2020

Sub: Convening the meeting of EMC [5/2019-20] – Reg.

A meeting of EMC is to be convened on 03-04-2020 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# Nawab Shah Alam Khan college of engineering & technology

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## Minutes of the EMC meeting held on 03-04-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	DED
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Rawel
3.	DR MOHAMMAD S QASEEM	MEMBER	leur
4.	PROF RAZA AHMED KHAN	MEMBER	Und.
5.	MR NISAR AHMED	MEMBER	M.Alerrad
6.	MR VIJAY K GUDIVADA	MEMBER	Cr- hand

Chairman, EMC welcomed the members of EMC to the 5th meeting of AY 2019-20 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 01-04-2020

Sub: Convening the meeting of EMC [6/2019-20] – Reg.

A meeting of EMC is to be convened on 03-04-2020 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Received the Lab internal and Lab external schedule.
- 2. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

# Minutes of the EMC meeting held on 03-04-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Asal
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Parrol
3.	DR MOHAMMAD S QASEEM	MEMBER	O ous
4.	PROF RAZA AHMED KHAN	MEMBER	Ong.
5.	MR NISAR AHMED	MEMBER	- Loub. 11
6.	MR VIJAY K GUDIVADA	MEMBER	Chan ly

Chairman, EMC welcomed the members of EMC to the 6th meeting of AY 2019-20 at 2-00 P.M.

- 1. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- 2. Preparation of duty chart for end semester exams: The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty without fail.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 17-12-2020

Sub: Convening the meeting of EMC [1/2020-21] – Reg.

A meeting of EMC is to be convened on 19-12-2020 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# IVAWAD SAAN AIAM KAAN COLLEGE OF ENGINEERING & TECHNOLOGY

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# Minutes of the EMC meeting held on 19-12-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Acid
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Paul of
3.	DR MOHAMMAD S QASEEM	MEMBER	Olles
4.	PROF RAZA AHMED KHAN	MEMBER	(Dux'
5.	MR NISAR AHMED	MEMBER	N. Alvoco
6.	MR VIJAY K GUDIVADA	MEMBER	Cilray Ju

Chairman, EMC welcomed the members of EMC to the 1st meeting of AY 2020-21 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator EMC

Date: 11-02-2021

Sub: Convening the meeting of EMC [2/2020-21] – Reg.

A meeting of EMC is to be convened on 13-02-2021 at 02.00 P.M in the Principal's office.

## Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled.
- 3. Send the key for question along with the question paper.
- 4. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# COLLEGE OF ENGINEERING & TECHNOLOGY

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### Minutes of the EMC meeting held on 13-02-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	Des
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Ravol
3.	DR MOHAMMAD S QASEEM	MEMBER	laus
4.	PROF RAZA AHMED KHAN	MEMBER	Dug.
5.	MR NISAR AHMED	MEMBER	N.Alvood
6.	MR VIJAY K GUDIVADA	MEMBER	Cilarly

Chairman, EMC welcomed the members of EMC to the 2<sup>nd</sup> meeting of AY 2020-21 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared by marks given by the university as Descriptive consist 10 marks, Objective consist 10 marks and Assignment consist 5 marks total of 25 marks, for these pattern every faculty should prepare the papers and these pattern is for JNTU university and for OSMANIA university the paper pattern is descriptive consist 20 marks and Assignment consist 10 marks.
- 2. Send the question through E-Mails before 3 days when the exams are scheduled: The chairman discussed with the members of committee that every faculty should submit the question paper before 3 days through e-mail when the students receive the exam schedule.
- 3. Send the key for question along with the question paper: The chairman discussed with the members of committee that faculty should send the key for objective paper along with the question papers through e-mail.
- 4. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 11-02-2021

Sub: Convening the meeting of EMC [3/2020-21] – Reg.

A meeting of EMC is to be convened on 13-02-2021 at 02.00 P.M in the Principal's office.

# Agenda:

- 1. Received the Lab internal and Lab external schedule.
- 2. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC

#### Minutes of the EMC meeting held on 13-02-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	A CO
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Farrer
3.	DR MOHAMMAD S QASEEM	MEMBER	lles
4.	PROF RAZA AHMED KHAN	MEMBER	And.
5.	MR NISAR AHMED	MEMBER	W.Alurah.
6.	MR VIJAY K GUDIVADA	MEMBER	C. han Il

Chairman, EMC welcomed the members of EMC to the 3rd meeting of AY 2020-21 at 2-00 P.M.

- 1. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- 2. Preparation of duty chart for end semester exams: The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty without fail.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 27-05-2021

Sub: Convening the meeting of EMC [4/2020-21] – Reg.

A meeting of EMC is to be convened on 29-05-2021 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the watsapp group.

## Agenda:

- 1. Paper setting as per norms for MID-I exam.
- 2. Submission of award list to exam branch.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# Nawab Shah Alam Khan college of engineering & technology

BE: CE\_ME\_EEE,ECE,CSE\_IT - ME: CSE, Embedded Sys, Structural, HVAC - Polytochnic: CE\_ME\_EEE,ECE Approved by AICTE I Affiliated to OU I Accredited to NAAC I Permitted by Govt, of TS I included in 2F UGC

#### Minutes of the EMC meeting held on 29-05-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	A=02
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	farres
3.	DR MOHAMMAD S QASEEM	MEMBER	leur
4.	PROF RAZA AHMED KHAN	MEMBER	Onto.
5.	MR NISAR AHMED	MEMBER	Corolle 1
6.	MR VIJAY K GUDIVADA	MEMBER	C. hoen the

Chairman, EMC welcomed the members of EMC to the 4th meeting of AY 2020-21 at 2-00 P.M.

- 1. Paper setting as per norms for MID-I exam: The chairman discussed with the members of committee that paper are prepared in google form as mid exams are being conducted online mode.
- 2. Submission of award list to exam branch: The chairman discussed with the members of committee every faculty should submit the award list to the exam branch through e-mails.
- 3. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC

Date: 29-07-2021

Sub: Convening the meeting of EMC [5/2020-21] – Reg.

A meeting of EMC is to be convened on 31-07-2021 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the watsapp group.

# Agenda:

- 1. Paper setting as per norms for MID-II exam.
- 2. Submission of award list to exam branch.
- 3. Received the Lab internal and Lab external schedule.
- 4. Preparation of duty chart for end semester exams.

All members of EMC should make it convenient to attend the meeting without fail.

Coordinator EMC



# Nawab Shah Alam Khan college of engineering & technology

BE: CE ME, EEE, ECE, CSE, IT - ME: CSE, Embedded Sys, Structural, HVAC - Polytochnic: CE, ME, EEE, ECE Approved by AICTE I Affiliated to OU I Accredited to NAAC I Permitted by Govt, of TS I included in 2F UGC

#### Minutes of the EMC meeting held on 31-07-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	AC BB
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	Ramos
3,	DR MOHAMMAD S QASEEM	MEMBER	ally
4.,	PROF RAZA AHMED KHAN	MEMBER	Ding.
5.	MR NISAR AHMED	MEMBER	M.Almos
6.	MR VIJAY K GUDIVADA	MEMBER	a-han ly

Chairman, EMC welcomed the members of EMC to the 5th meeting of AY 2020-21 at 2-00 P.M.

- 1. Paper setting as per norms for MID-II exam: The chairman discussed with the members of committee that paper are prepared in google form as mid exams are being conducted online mode.
- **2. Submission of award list to exam branch:** The chairman discussed with the members of committee every faculty should submit the award list to the exam branch through e-mails.
- 3. Received the Lab internal and Lab external schedule: The chairman discussed with the members of committee that we have received the schedule to conduct lab internal and lab external external exams.
- **4. Preparation of duty chart for end semester exams:** The chairman discussed with the members of committee that prepare the duty chart for invigilation for end semester exams and when the faculty is having invigilation duty he/she should do their duty without fail.
- 5. Any other events with the permission of the chair.

The Coordinator, EMC concluded the meeting with a vote of thanks

Coordinator - EMC