



Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

BE: CE, ME, EEE, ECE, CSE, IT • ME: CSE, Embedded Sys., Structural, HVAC • Polytechnic: CE, ME, EEE, ECE
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CIRCULAR

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


Chairman, EMC



Nawab Shah Alam Khan

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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, EMC welcomed the members of EMC to the 2nd 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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MRNISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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

Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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

Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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

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1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, EMC welcomed the members of EMC to the 2nd 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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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

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1.	DR SYED ABDUL SATTAR(PRINCIPAL)	CHAIRMAN	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, EMC welcomed the members of EMC to the 3rd 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

Chairman – EMC



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CIRCULAR

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


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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



Nawab Shah Alam Khan

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CIRCULAR

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


Chairman, EMC



Nawab Shah Alam Khan

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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman - EMC



Nawab Shah Alam Khan

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CIRCULAR

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


Chairman, 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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, EMC welcomed the members of EMC to the 2nd 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

Chairman – EMC



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CIRCULAR

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


Chairman, EMC



Nawab Shah Alam Khan

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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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 whatsapp 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


Chairman, EMC



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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC



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CIRCULAR

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 whatsapp 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


Chairman, EMC



Nawab Shah Alam Khan

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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	
2.	PROF SYED FARRUKH ANWAR	COORDINATOR	
3.	DR MOHAMMAD S QASEEM	MEMBER	
4.	PROF RAZA AHMED KHAN	MEMBER	
5.	MR NISAR AHMED	MEMBER	
6.	MR VIJAY K GUDIVADA	MEMBER	

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

Chairman – EMC