

Bapatla Engineering College :: Bapatla
(Autonomous)

Date: February 13, 2020.

Minutes of Meeting of Autonomous Examination Committee held on
12-02-2020 at 3.30 PM.

Meeting convened by the Convener Dr. J. S. Rao, COE.

COE appraised the members regarding the confirmation of NAAC visit on 5th & 6th March 2020 and the arrangements to be made by the exam section for the same.

1. One of the best practice followed at BEC is the showing of final answer scripts to the students and revaluation at free of cost. On this all concerned documents like notices to the students & faculty, schedules, signatures of students and faculty attended for the distribution, claims received etc are to be kept at one place for ready reference. Further question paper scrutiny files are also kept ready.
2. Master schedule for even semester end examination is prepared and the individual time tables shall be released progressively.
3. Check the available question papers and release the required question papers list uniformly to RVR, VRS and PVP. For R18 regulations HODs are already informed to allocate the faculty and submit the question papers by 15-3-2020.



Dr. J. S. Rao.
Controller of Examination.



Copy to:

- 1) The Principal, Chairman, Examination Committee - for information please.
- 2) All members through mail