



# Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)  
Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/A/11/2020-2021

Date: 29-01-2021

## Minutes of the Examination Committee Meeting held on 29-01-2021


Minutes of meeting of Examination committee was held on 29-01-2021 at 2.30 PM in the examination branch office.

The following members were present for the meeting.


- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations            |
| 2. Dr. B.Ravinder Reddy | Additional Controller of Examinations |
| 3. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations  |


The meeting started with the welcome address by the Controller of Examinations. As the classwork was affected due to pandemic situation, the semester examinations could not be held in the month November/December 2020. The meeting focused on the discussion of examination pattern for the end semester examination, and finalizing the examination schedule for the current semester. It was decided to conduct the offline examinations for I, II, III and IV year students. Due to the pandemic situation, it was decided by the committee to adopt the University pattern question paper for I, II, III and IV year students. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B. Tech. II semester students are scheduled from 01-03-2021.
2. The theory examinations are scheduled from 8-03-2021 to 24-03-2021-
3. Spot Valuation at VJIT is scheduled from 18-03-2021.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 15<sup>th</sup> April 2021.
6. It has been resolved to give the facility of online degree verification and transcripts to all the passed out students.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Dr. B.Ravinder Reddy  
Additional CoE

  
Mr. Md. Zaheer Ahmed  
Asst. CoE

  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Himayatnagar (VIII), C.B. Post.  
Hyderabad-75.



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Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/A/10/2019-2020

Date: 15-06-2020

## Minutes of the Examination Committee Meeting held on 15-06-2020


Minutes of meeting of Examination committee was held on 15-06-2020 at 10.30 AM in the examination branch office.

The following members were present for the meeting.


- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations            |
| 2. Dr. B.Ravinder Reddy | Additional Controller of Examinations |
| 3. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations  |


The Controller of Examination welcomed all the members of the committee. Due to pandemic situation the end semester examinations could not be held during the month April/May 2020. The meeting was mainly aimed at discussion of examination pattern for the end semester examination, and finalizing the examination schedule for the current semester. It was decided to conduct offline examinations for I, II and III year students and online examinations for final year students. The question paper pattern for final year students is of objective and short answer questions. Further, the question paper pattern for I, II and III year students is as per the University guidelines. As per the University pattern, total of 8 questions should be given out of which student should write any five answers. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The final year end semester examinations are scheduled from 24-08-2020 to 29-08-2020.
2. The theory examinations of I, II and III year are scheduled from 28-10-2020 to 12-11-2020.
3. Spot Valuation at VJIT is scheduled from 10-11-2020.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 4<sup>th</sup> January 2021.
6. It has been decided to utilize the exemption of 2 subjects facility with 6 credits for the B.Tech IV year students.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Dr. B.Ravinder Reddy  
Additional CoE

  
Mr. Md. Zaheer Ahmed  
Asst. CoE

  
PRINCIPAL  
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Ref: VJIT/A/09/2019-2020

Date: 03-10-2019

## Minutes of the Examination Committee Meeting held on 03-10-2019


Minutes of meeting of Examination committee was held on 03-10-2019 at 10.00 AM in the examination branch office.


The following members were present for the meeting.


- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations            |
| 2. Dr. B.Ravinder Reddy | Additional Controller of Examinations |
| 3. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations  |


The meeting was started by Controller of Examinations with welcome note to all the members of the committee. The meeting was aimed at discussion of appointment of evaluators for Civil Engineering for the end semester examination, and finalizing the examination schedule for the current semester. It was decided that the faculty with minimum 3 years of experience can be appointed as valutors for Civil Engineering subject for the current semester, as there is a shortage of senior faculty. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B.Tech. II semester students are scheduled from 28-10-2019.
2. The theory examinations are scheduled from 5-11-2019 to 30-12-2019.
3. Spot Valuation at VJIT is scheduled from 15-11-2019.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 20<sup>th</sup> January 2020.
6. It has been decided to request the Director of the college to see that the re-registration facility is approved by the academic council.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Dr. B.Ravinder Reddy  
Additional CoE

  
Mr. Md. Zaheer Ahmed  
Asst. CoE

  
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Ref: VJIT/A/08/2018-2019

Date: 02-04-2019

## Minutes of the Examination Committee Meeting held on 02-04-2019

Minutes of meeting of Examination committee was held on 02-04-2019 at 11.00 AM in the examination branch office.

The following members were present for the meeting.

- |                         |                                       |
|-------------------------|---------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations            |
| 2. Dr. B.Ravinder Reddy | Additional Controller of Examinations |
| 3. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations  |

The Controller of Examination welcomed all the members and explained the examination process under autonomy to the members who are attending meeting for the first time. The meeting was mainly intended for discussion of malpractice issues for the end semester examination, and finalizing the examination schedule for the current semester. It was decided that candidates are prohibited from writing their H.T.Nos. and their names in any part of the answer booklet or addressing the examiner in any manner whatsoever in the answer booklet shall bring it to the notice of Controller of Examinations for necessary action. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B.Tech. II semester students are scheduled from 29-04-2019.
2. The theory examinations are scheduled from 04-05-2019 to 04-06-2019.
3. Spot Valuation at VJIT is scheduled from 15-05-2019.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 24<sup>th</sup> June 2019.
6. The committee resolved to request the administration of the college to get challenge valuation approval from the academic council.

Dr. Ravi Mathey  
Controller of Examinations

Dr. B.Ravinder Reddy  
Additional CoE

Mr. Md. Zaheer Ahmed  
Asst.CoE

PRINCIPAL  
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Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/A/07/2018-2019

Date: 22-10-2018

## Minutes of the Examination Committee Meeting held on 22-10-2018

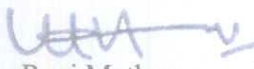
Minutes of meeting of Examination committee was held on 22-10-2018 at 2.30 PM in the examination branch office.

The following members were present for the meeting.


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|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr. K Rajeev         | Assistant Controller of Examinations |


The Controller of Examination welcomed all the members of the committee. The meeting was mainly focussed on discussion of evaluation guidelines for the end semester examination, and finalizing the examination schedule for the current semester. It was decided that the evaluation should be done in accordance with the key and Scheme of evaluation without which the evaluation should not be taken up by the Examiners. In case of any discrepancy in the key supplied by the examination branch, the same may be brought to the notice of Controller of Examinations for necessary action. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B.Tech. II semester students are scheduled from 15-11-2018.
2. The theory examinations are scheduled from 22-11-2018 to 24-12-2018.
3. Spot Valuation at VJIT is scheduled from 04-12-2018.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 17<sup>th</sup> January 2019.
6. The committee felt in view of the large no. of representations regarding their poor performance in mid examination, the students are advised to appear the 3<sup>rd</sup> mid examination.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Mr. Md. Zaheer Ahmed  
Asst.CoE

  
Mr. K Rajeev  
Asst.CoE

  
A. Prashanth  
Principal  
Vidya Jyothi Institute of Technology  
Himayyannagar (VIII), C.B. Post.  
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Ref: VJIT/A/06/2017-2018

Date: 7-04-2018

## Minutes of the Examination Committee Meeting held on 7-04-2018

Minutes of meeting of Examination committee was held on 7-04-2018 at 2.00 PM in the examination branch office.

The following members were present for the meeting.


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|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr.K.Rajeev          | Assistant Controller of Examinations |


The Controller of Examination welcomed all the members of the committee. The meeting was mainly aimed at discussion of moderators and scrutinizers work for the semester examination, and finalizing the examination schedule for the current semester. Moderator shall report to the controller of Examinations with due justification for changes/ modification of questions, if any, with constructive suggestions/comments. Faculty members who are appointed as scrutinizers should follow the Question paper and the scheme of evaluation while doing the scrutiny and also check the Answer script thoroughly, whether the examiner has valued each and every question and posted the marks accordingly at the appropriate place. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B.Tech. II semester students are scheduled from 01-05-2018.
2. The theory examinations are scheduled from 8-05-2018 to 06-06-2018.
3. Spot Valuation at VJIT is scheduled from 20-05-2018.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 26<sup>th</sup> June 2018.
6. Based on the grievance of B, Tech III Year Civil Engineering students regarding the no. of failures in the subject DRCS, the committee felt that the matter may be referred to HoD Civil for necessary action.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Mr. Md. Zaheer Ahmed  
Asst.CoE

  
Mr.K.Rajeev  
Asst.CoE

  
PRINCIPAL  
Vidya Jyothi Institute of Technology  
Humayunagar (Vill), C.B. Post.  
Hyderabad-73



# Vidya Jyothi Institute of Technology

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Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/A/5/2017-2018

Date: 9-10-2017

## Minutes of the Examination Committee Meeting held on 9-10-2017

Minutes of meeting of Examination committee was held on 9-10-2017 at 10.30 AM in the examination branch office.

The following members were present for the meeting.

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|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr. K Rajeev         | Assistant Controller of Examinations |

The meeting started with the welcome address by the Controller of Examination. The meeting was mainly aimed at discussing the finalization of the examination schedule for the current semester and guidelines for writing key and scheme of evaluation. It was decided to get the list of faculty members from each department for the current semester to write the scheme of evaluation and key for the question papers. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B.Tech. II semester students are scheduled from 3-11-2017.
2. The theory examinations are scheduled from 11-11-2017 to 18-12-2017.
3. Spot Valuation at VJIT is scheduled from 26-11-2017.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 8<sup>th</sup> January 2018.
6. On the representation given by the students of EEE II Year B. Tech. regarding the large no. of failures in the subject EM – II, it has been decided to refer the matter to HoD EEE for necessary action.

Dr. Ravi Mathey  
Controller of Examinations

Mr. Md. Zaheer Ahmed  
Asst.CoE

Mr. K Rajeev  
Asst.CoE

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Ref: VJIT/A/4/2016-2017

Date: 25-03-2017

## Minutes of the Examination Committee Meeting held on 25-03-2017

Minutes of meeting of Examination committee was held on 25-03-2017 at 11.30 AM in the examination branch office.

The following members were present for the meeting.

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|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr.K Rajeev          | Assistant Controller of Examinations |

The Controller of Examination welcomed all the members and explained the examination process under autonomy to the members. The meeting was mainly aimed at discussion of list of moderators and scrutinizers for the end semester examination, and finalizing the examination schedule for the current semester. It was decided to get the list of moderators and scrutinizers from each department for the current semester. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B. Tech. II semester students are scheduled from 17-04-2017.
2. The theory examinations are scheduled from 24-04-2017 to 10-06- 2017.
3. Spot Valuation at VJIT is scheduled from 10-05-2017.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 30<sup>th</sup> June 2017.
6. It has been resolved to refer the representation given by B. Tech. II Year ECE students regarding the subject Signals & Systems, to send detailed note to the examiners who set the question paper regarding the procedure for setting up question paper with in the syllabus.

Dr. Ravi Mathey  
Controller of Examinations

Mr. Md. Zaheer Ahmed  
Asst.CoE

Mr. K Rajeev  
Asst.CoE

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Ref: VJIT/A/03/2016-2017

Date: 8 -10-2016

## Minutes of the Examination Committee Meeting held on 8-10-2016

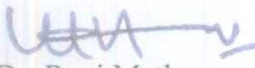
Minutes of meeting of Examination committee was held on 8-10-2016 at 10.30 AM in the examination branch office.


The following members were present in the meeting.

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr. G Ravi Kishore   | Assistant Controller of Examinations |

The Controller of Examinations welcomed all the members, and once again explained the examination process under autonomy. The meeting was mainly aimed at deciding the number of invigilators required from each department for the end semester examination and finalizing the examination schedule for the current semester. The committee also discussed about the panel of paper setters and evaluators for the end semester examination. The meeting has finalized the entire examination schedule for the current semester and is as follows.

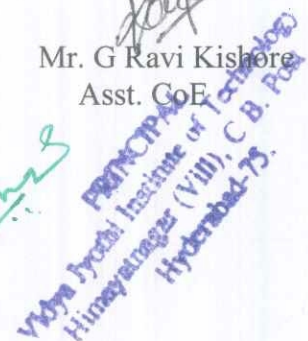
1. The practical examinations for B. Tech. I year students are scheduled from 2-11-2016.
2. The theory examinations are scheduled from 8-11-2016 to 03-12-2016.
3. Spot Valuation at VJIT is scheduled from 20-11-2016.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 25<sup>th</sup> December 2016.
6. It has been resolved to refer the representation given by the students of B. Tech I year regarding the large no of failures in the subject M-II, the matter is referred to HoD H & S for necessary action.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Mr. Md. Zaheer Ahmed  
Asst. CoE

  
Mr. G Ravi Kishore  
Asst. CoE



  
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Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/A/02/2015-2016

Date: 26-04-2016

## Minutes of the Examination Committee Meeting held on 25-04-2016

Minutes of meeting of Examination committee was held on 26-04-2016 at 11.00 AM in the examination branch office.


The following members were present for the meeting.

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|-------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey      | Controller of Examinations           |
| 2. Mr. Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr. G Ravi Kishore   | Assistant Controller of Examinations |


The meeting started with the welcome address by the Controller of Examination. The meeting was mainly aimed at reviewing the decisions taken in the previous meeting held on, 28-11-2015, and finalizing the examination schedule for the current semester. It was decided to circulate the important information, such as promotion rules and substitute subjects for readmitted students to all the head of the departments. As this being the second examination committee meeting to be conducted by the Autonomous Examination section, utmost care is taken in all aspects of the examination process by considering the facts of earlier examination. It was also decided to conduct at least one meeting at the time of each semester examinations. The meeting has finalized the entire examination schedule for the current semester and is as follows.

1. The practical examinations for B. Tech. II semester students are scheduled from 16-05-2016.
2. The theory examinations are scheduled from 23-05-2016 to 11-06-2016.
3. Spot Valuation at VJIT is scheduled from 12-06-2016.
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 30<sup>th</sup> June 2016.
6. In response to the request(grievance) of the students regarding revaluation and recounting it has been resolved to complete the entire process within 15 days.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Mr. Md. Zaheer Ahmed  
Asst.CoE

  
Mr. G Ravi Kishore  
Asst.CoE

  
Vidya Jyothi Institute of Technology  
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Hyderabad-75.



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(NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)  
Aziz nagar Gate, C.B. Post, Hyderabad-500 075

Ref:VJIT/A/01/2015-2016

Date: 28 -11-2015

## Minutes of the Examination Committee Meeting held on 28-11-2015


Minutes of meeting of Examination committee was held on 28-11-2015 at 10.00 AM in the examination branch office.


The following members were present in the meeting.

- |                        |                                      |
|------------------------|--------------------------------------|
| 1. Dr. Ravi Mathey     | Controller of Examinations           |
| 2. Mr.Md. Zaheer Ahmed | Assistant Controller of Examinations |
| 3. Mr.G Ravi Kishore   | Assistant Controller of Examinations |


The meeting started with the welcome address by the Controller of Examination. The meeting was mainly aimed at finalizing the examination schedule for the current semester. As this being the first examination to be conducted by the Autonomous Examination section, utmost care is taken in all aspects of the examination process. Moreover, the exams are planned only for B.Tech., I year students and M.B.A and M.Tech., I year students only who have joined after sanctioning the Autonomy by the U.G.C. The meeting has finalized the entire examination schedule for the current semester and is as follows,

1. The practical examinations for B.Tech., I year students are scheduled from 21-12-2015.
2. The theory examinations are scheduled from 28-12-2015 to 09 -1- 2016.
3. Spot Valuation at VJIT is scheduled from 19-01-2016
4. Processing of results should be completed within 20 days from the last date of examination.
5. Results committee meeting is scheduled for 27<sup>th</sup> Jan.2016.
6. Facility for revaluation and recounting is given up to 10<sup>th</sup> Feb. 2016.

  
Dr. Ravi Mathey  
Controller of Examinations

  
Mr.Md. Zaheer Ahmed  
Asst. CoE

  
Mr. G Ravi Kishore  
Asst. CoE

  
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