



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

An ISO 9001:2015 and 14001:2015 Certified Institution,
Affiliated to Anna University, Chennai, Approved by AICTE, New Delhi &
Recognized by UGC with 2(I) & 12(B), Re-accredited by NAAC "A+"
NBA Accredited UG Courses: ECE | EEE | MECH | MCT
Nehru Gardens, T. M. Palayam, Coimbatore – 641 105



Ref. No: NIET/IQAC/25-26/CIR/04

ACADEMIC YEAR 2025-2026 EXAMINATION COMMITTEE

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Roles and Responsibilities of Examination Committee:

- The Examination Cell in general and Coordinator and Joint Coordinator in particular shall be responsible for Collecting, Scrutinizing, Printing and keeping the Question Papers in safe custody
- All Internal Theory Examinations like Internal Tests, Retests, Improvement Tests and Model Examinations need to conduct by the Examination Cell
- Coordinator was advised to collect the Question Papers from HoDs as per the given Schedule and scrutinize them for printing
- Preparation of the list of Invigilators in consultation with respective HoDs
- Hall Allocation and Seating Arrangements for conduct Internal Examinations effectively
- Distribution of Question Papers to Examination Halls without delay
- Preparation of Attendance Sheets, Collection and Distribution of Answer Books
- Preparation of Exam Time Table with the consent of Dean, Academics and Principal
- Any other matter not mentioned herein may be clarified directly from the Principal and undersigned



Handwritten signature in green ink above the text:
PRINCIPAL
Dr. P. MANIARASAN
Principal
Nehru Institute of Engg. & Technology
T.M.Palayam, Coimbatore - 641 105.