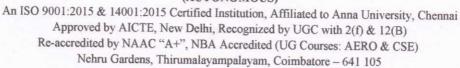


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Ref. No: NIET/IQAC/24-25/CIR/04

29/07/2024

ACADEMIC YEAR 2024-2025

EXAMINATION COMMITTEE

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10	Mr. K. Ramesh	Assistant Professor	S&H	Member	9578941486 nietramesh@nehrucolleges.com
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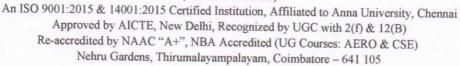
Roles and Responsibilities of Examination Committee:

- 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



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- 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

PORCE PORTER

PRINCIPAL

Dr. P. MANIIARASAN

Principal

Nehru Institute of Engg. & Technology T.M.Palayam, Coimbatore - 641 105.