



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

An ISO 9001:2015 & 14001:2015 Certified Institution, Affiliated to Anna University, Chennai
Approved by AICTE, New Delhi, Recognized by UGC with 2(f) & 12(B)
Re-accredited by NAAC "A+", NBA Accredited (UG Courses: AERO & CSE)
Nehru Gardens, Thirumalayampalayam, Coimbatore – 641 105



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

29/07/2024

ACADEMIC YEAR 2024-2025

EXAMINATION COMMITTEE

S.No	Name of the member	Designation	Department	Role	Phone No./ E-mail Id
1	Mr. M.Kesavan	Assistant Professor	AERO	Co-ordinator	9629995071 nietkesavan@nehrucolleges.com
2	Dr.J.ArunPrakash	Assistant Professor	AERO	Member	9894608998 nietdrarunprakashj@nehrucolleges.com
3	Mr.G.Jeevanantham	Assistant Professor	CSE	Member	9790138105 nietgjeevanantham@nehrucolleges.com
4	Dr.R.Anand	Associate Professor	EEE	Member	9994848610 nietanand.r@nehrucolleges.com
5	Mr. S.Mohan	Assistant Professor	ECE	Member	9894572303 nietmohans@nehrucolleges.com
6	Mr.D.Sathish Kumar	Assistant Professor	MCT	Member	9500651032 nietsathishkumar@nehrucolleges.com
7	Mr.R.Vinoth Kumar	Assistant Professor	MECH	Member	9944121507 nietvinothkumar.r@nehrucolleges.com
8	Ms.Sika Visagan	Assistant Professor	AI&DS	Member	8089995456 nietsika@nehrucolleges.com
9	Ms.P.S.Sruthi	Assistant Professor	CSBS	Member	9188384183 nietsruthipscse@nehrucolleges.com
10	Mr. K. Ramesh	Assistant Professor	S&H	Member	9578941486 nietramesh@nehrucolleges.com
11	Mrs.R. Yasodha	Assistant Professor	MBA	Member	8668161338 nietyasodha@nehrucolleges.com

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




PRINCIPAL

Dr. P. MANIARASAN
Principal
Nehru Institute of Engg. & Technology
T.M.Palayam, Coimbatore - 641 105.