



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

EXAMINATION COMMITTEE

Functions & Responsibilities:

- Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He works with exam cell of the institute to complete the examination process smoothly.
- Announces the academic schedule as given by Controller of Examination, JNT University Kakinada.
- Conducts the Internal tests and end semester examinations.

Internal Examinations:

- Conducts and monitor the internal exams.
- Takes care of the internal examination time table preparation, invigilation duties and seating arrangement plan etc.
- Monitors the evaluation of the answer scripts and uploads the marks and attendance in the JNT University web portal as per schedule given by University.
- Maintains the records of the examinations like attendance particulars, invigilation duties, supporting staff etc.

End semester Examinations:

- Conducts the end semester theory and practical examinations.
- Appoints the internal examiners for conducting the practical examinations.
- Takes care of the conducting University examination as scheduled by University, invigilation duties and seating arrangement plan etc.

Frequency of meeting: Twice in a semester.