



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to J.N.T.U-GV, Vizianagaram)

NAAC "B++" Accredited Institute

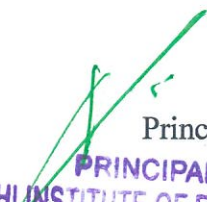
Cherukupally (Village), Near Tagarapavalasa Bridge, Vizianagaram -531162.

www.aietta.ac.in, principal@aietta.ac.in

4. Examinations and Evaluation Committee Academic Year-2023-24

The following is the committee framed for the academic year 2023-24 to drive the Institute towards the quality enrichment and for better functioning of various academic and administrative activities. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee.

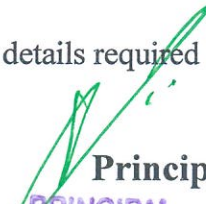
S. No	Name of the Member	Designation
1	Dr.B.Murali Krishna	Chairperson
2	Mr.A.C.Ramanjaneyulu	Coordinator-1
3	Mrs.K.Praveena	Coordinator-2
4	Mr .G.Ramu	Member
5	Mr.M.ShalemRaju	Member
6	Mrs.P.Lavanya	Member
7	Mr. Suman Datta	Member
8	Mr. P Praveen	Member


Principal
PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH.
Cherukupally (V), Near Tagarapavalasa Bridge
Bhogapuram (M), Vizianagaram (D)-531162

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Functions – Roles and Responsibilities

1. 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 / She works with exam cell of the institute to complete the examination process smoothly.
2. Conducts the Internal tests and end semester examinations.
3. To prepare the time table in accordance with the academic calendar for all the departments.
4. Maintains the Department Class Timetable in common template.
5. Prepares the timetable plan ahead of every semester in consultation with the departments.
6. Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.
7. Examination Cell serves all Examination notices received from University to all concerned.
8. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
9. Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.
10. Examination cell mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart already prepared.
11. Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format to send them to University.
12. Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students.
13. Examination cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
14. Examination Cell keeps all records pertaining to examinations.
15. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.
16. Examination Cell plays an important role to verify the passed out student details required by various companies and educational institutions.


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