

About the Committee

The Examination Cell is an important part of the autonomy. There is sufficient number of supporting staff from each department to look after the routine works of the Exam Cell. The Controller of Examination also maintains a smooth functioning of the continuous assessment tests and conducting of all examinations. The Examination Cell is responsible for all maintenance of all student performance records, communication from the Office of the Controller of Examinations to the College and vice versa, issue of examination applications to students, submission of examination application at the Office of the Controller of Examinations, coordinate with the Zonal Office for the smooth conduct of the Practical Examinations and Theory Examinations, safe keeping of examination stationery, forwarding of student requests, vide lost marks statements, certificates and enquiries. The Examination Cell has been provided with, up to date computer systems, communications networks, high speed printers and copiers to enable the smooth functioning of the same. The Examination Cell is under the direct supervision of the Principal who is also the Chief Superintendent. The Chief Superintendent is assisted by the Examination Coordinator and clerical staff.

Functions of the Committee

- Any Circular, Guideline, Office Order, Notification received by the College are processed in the Exam cell, reply thereof prepared and after Principal's signature dispatched to the University.
- Examination Notices received from the University are duly served to all concerned.
- The notices for University indicating details regarding fee collection, the last date of fee collection, modalities of payments of fine etc.
- Preparation of smooth conduct of examinations, preparation of time table, invigilation duty chart, seat allotment in the examination halls etc.
- During the examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- After completion of examination, distribution of answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.

- After the results of various examinations received from the University, distribution of marks sheets to students.
- The Exam cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- The University Degree Certificates received from the University by the College are sent to the students concerned by the Exam cell.
- Examination Cell prepares all inputs for preparation and organizing the Convocation.
- The Examination Cell coordinates the conduct of Internal Examinations as well as University Examinations for all the UG and PG programmes

Roles and Responsibilities

CO-ORDINATOR

- Conduct of University Exam.
- Coordinating University Practical Exam.
- Prepare Invigilation works
- Printing Question Papers (IAT & Model Exam)
- Arrangement of Halls
- Seating arrangements
- Liaison with Anna University Controller of Examination's Office
- Distribute remuneration to Examiners (External & Internal) officiating Practical Exam
- Distribute remuneration to Examiners (External & Internal) officiating Theory Exam
- Upload in Anna University web portal, the registration number and subject code of all students for their regular exam
- Upload in Anna University web portal, the University Practical schedule
- Coordinate in uploading Practical marks in Anna University web portal

MEMBER

- Collect fee for photocopy
- Collect fee for revaluation
- Collect fee for regular exam

- Uploading Students profile in Anna University web portal – (I year+ Lateral Entry+ Final year)
- Uploading & Updating faculty profile in Anna University web portals
- Upload in Anna Univ. web portals details of students who want
 - Photocopy of their answer scripts
 - Revaluation of their answer script
 - Review their answer papers
- Preparation of data to be uploaded in Anna Univ. web portal (Attendance)

Committee Head: Mr. S. Dhakshanamoorthy

S.NO	NAME	DESIGNATION	DEPT	POSITION
1	Mr. S. Dhakshanamoorthy	Asst. Prof	ECE	Coordinator
2	Mr. B. Kotteesvaran	Asst. Prof	Mech	Member
3	Mr. C. Suresh	Asst. Prof	CSE	Member
4	Ms. A. Jeyanthi	Asst. Prof	ECE	Member
5	Mr. C. Vijayakumar	Asst. Prof	MCA	Member