



EXAMINATION CELL

Roles and Responsibilities:

1. Ensure that appropriate exam halls are available and set up according to the requirements.
2. Prohibit the use of unauthorized materials, electronic devices, or any other items that could aid cheating.
3. Ensure strict invigilation to prevent cheating or any form of malpractice during exams.
4. Ensure that examination papers and other materials are distributed securely and on time.
5. Collect answer scripts and other materials promptly after the examination.
6. Safely store examination materials before and after the examination.
7. Communicate clear and concise instructions to students before and during the exam.
8. Coordinate with examination authorities or boards to ensure compliance with guidelines and regulations.
9. Maintain records of attendance, incidents, and any other relevant information related to the examination process.
10. Make necessary announcements regarding the exam schedule, rules, and any changes.
11. Collaborate with faculty members to address any specific requirements related to the examination.
12. Ensure the secure storage and transportation of answer scripts to the designated evaluation centers.

Composition:

S. No.	Name	Role	Designation
1.	Dr. T.S. Sivakumaran	Chairperson	Principal
2.	Mr. V.Vignesh	Convener	AP - MECH
3.	Mr. R. Ravi	Member	AP - ECE
4.	Mrs. V. Vinothini	Member	AP - CIVIL
5.	Mr. T. Duraisamy	Member	AP - CSE
6.	Mr. K. Kalaiselvan	Member	AP - IT
7.	Mrs. M. Dhivya	Member	AP - EEE
8.	Mrs.M.S. Sathya	Member	AP - ECE
9.	Mr. V. Manoharan	Member	AP - S&H (Maths)
10.	Mr. A. Balamurugan	Member	AP - MECH