



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.R.Thanigaivelan	Chairman	Principal
2	Mr.V.Vignesh	Convener	AP-MECH
3	Mrs..R.Aishwarya	Member	AP-CSE
4	Mr.Manoharan	Member	AP-MATHS
5	Mr.R.Ravi	Member	AP-ECE
6	Mrs.S.Ramya	Member	AP-EEE
7	Mrs.S.Shalini	Member	AP-CIVIL