

**SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.
(An ISO 9001:2015 Certified Institution)

Velankanni Road, Pappakovil, Nagapattinam - 611 102

Email : principalsincet@gmail.com | Web : www.sincet.ac.in



EXAMINATION CELL MEMBERS

S.NO	NAME	DESIGNATION	ROLE	MOBILE NUMBER
1.	Mr.R.GNANA SEKARAN	AP/MECH	EXAM CELL COORDINATOR	91764241314
2.	Mr.G.VIJAY KUMAR	AP/AGRI	JOINT COORDINATOR	9655680887
3.	Ms.A.ANANTHI	AP/CSE	MEMBER	6380248738
4.	Mr.G. G.GNANA AMUTHAYANI	AP/S&H	MEMBER	6380313546
5.	Mr.J.SILAMBARASAN	AP/MECH	MEMBER	9629229586
6.	Ms. SINDHUJA	AP/AI&DS	MEMBEER	9094001482
7.	Ms.S.BASHIRUNISHA	AP/ECE	MEMBER	8248301363

EXAMINATION CELL

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
<ul style="list-style-type: none">The Examination Cell is a critical component of an educational institution, tasked with managing all aspects of the examination process. This includes planning, organizing, conducting, and evaluating exams in a smooth, transparent, and efficient manner. The cell ensures that examinations are conducted fairly, maintaining the integrity of the academic	<ul style="list-style-type: none">The cell prepares the academic examination calendar in coordination with the academic departments and administration. This includes setting the dates for mid-term, semester-end, and other internal or external examinations. The cell ensures that there is no overlap or conflict between different exams and that adequate time is allotted for preparation.



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evaluation process.

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| <ul style="list-style-type: none">• The Examination Cell collaborates with departments, faculty, and the administration to coordinate schedules, prepare question papers, arrange examination logistics, and handle all examination-related communications. The cell is also responsible for maintaining confidentiality and security, particularly concerning exam papers and student data.• The Examination Cell also oversees the evaluation process, ensuring that results are processed accurately and within the stipulated time. | <ul style="list-style-type: none">• The Examination Cell designs and disseminates the examination timetable well in advance. It ensures that the timetable accommodates all courses and subjects without any scheduling conflicts. The cell also communicates any updates or changes to the timetable promptly.• The cell is responsible for overseeing the preparation of question papers by faculty. It ensures that question papers are prepared in accordance with the syllabus and examination guidelines. Ensures that all security measures are taken to prevent leaks or breaches. |
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