

Examination Cell

About Examination Cell:

- Examination cell plays a key role in evaluation part.
- The Examination Cell (Exam Cell) in Sree Abiraami Arts and Science College for Women was headed by the Chief Superintendent of Examinations (Principal) with supporting staff.
- The Prime responsibility of Examination Cell is conducting of all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent of Examinations.
- The exam cell is then headed by an Examination Coordinator, is responsible for all examination-related activities, including preparing exam schedules, conducting exams, and managing results, ensuring fairness, and maintaining records.

Key Responsibilities of the Examination Cell:

Planning and Scheduling:

- Preparing and distributing examination timetables and schedules.
- Arranging for seating plans and invigilation duties.
- Coordinating with the university or relevant authorities for external examinations.

Conducting Examinations:

- Ensuring the smooth and fair conduct of examinations.
- Supervising the distribution and collection of question papers and answer sheets.
- Addressing any issues or malpractices during the examination.

Managing Results:

- Collecting and compiling internal marks and results.
- Preparing and distributing mark statements and transcripts.
- Analyzing examination results and preparing reports.

Record Keeping:

- Maintaining records of all examination-related activities.



SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN

APPROVED BY GOVT. OF TAMIL NADU / AFFILIATED TO THIRUVALLUVAR UNIVERSITY

Accredited by NAAC with B++ | An ISO 9001:2015 Certified Institution

KATPADI ROAD, KEELALATHUR, GUDIYATTAM – 635803, VELLORE DISTRICT, TAMIL NADU, INDIA

Website: <https://sawcollege.com>, Phone : 04171-290222, Mobile : 7639003545/7639003546

Mail id: abiraami.office@gmail.com / abiraami.college@gmail.com

- Storing and managing examination papers and records.
- Addressing student grievances and inquiries related to examinations.

Other Functions:

- Serving examination notices and circulars to students and staff.
- Coordinating with faculty and staff for smooth examination conduct.
- Ensuring the security and integrity of the examination process.
- Preparing and submitting reports to the university or relevant authorities.

Examination Cell Members:

S.No.	Name of the Staff	Designation	Role in Exam Cell
1	Dr. M C Subhashini	Principal i/c	CoE
2	Mr. R. Yuvaraj	Asst. Prof. of Business Adminstrtion	Co-ordinator
3	Mrs. S. Deepha	Asst. Prof. of Computer Science	Additional Co-coordinator
4	Mr. M. Dhanasekaran	Asst. Prof. of Commerce	Member
5	Mrs. T. R. Nandhini	Administrative Office Staff	Clerical Assistant

Additionally in Sree Abiraami Arts and Science College for Women

1. Examination Cell serves all Examination notices received from University to all concerned.
2. Examination cell prepares Circulars for students regarding Exam Fee collection, the last date of fee Collection, modalities of payments of fine etc...
3. To maintain the database of the students for all kind of references.
4. 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.
5. Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart already prepared.
6. 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.



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7. Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students.
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8. 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.
9. Examination Cell keeps all records pertaining to examinations
10. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.



M. C. Sube
PRINCIPAL
SREE ABIRAAMI ARTS AND SCIENCE COLLEGE FOR WOMEN
GUDIYATTAM - 635 803,
VELLORE DISTRICT.