



# JP COLLEGE OF ENGINEERING

College Road, Ayikudi, Tenkasi – 627852

Affiliated to Anna University and Approved by AICTE

Ref: JPCOE/Exam Cell/2023-24

Date:21.08.2023

## OFFICE ORDER

### **Sub: Establishment of Exam Cell Committee for the Academic Year 2023-24**

A committee for Exam Cell has been constituted with the following members.

#### Overall Exam Cell Coordinators:

1. Mr. C. Raja Sekar
2. Mr. J. Ponnudurai

#### Department Exam Cell Coordinators:

1. Ms. E. Jency (AP/Civil)
2. Mr. I. Ayyanraj (AP/Mech)
3. Mrs. Vijayaganthi (AP/ECE)
4. Mrs. Sherin Farihan (AP/EEE)
5. Mrs. M. Papu Sivanantham (AP/CSE)
6. Mrs. G. Sathya (AP/S&H)

This committee will oversee the operations and management of the Examination Cell for the specified academic year.

#### Copy to:

1. To all Concern
2. Notice Board
3. To all HoDs

Principal  
**Dr. M. RAJKUMAR, B.E.,M.E.,Ph.D.,**  
PRINCIPAL  
**JP COLLEGE OF ENGINEERING**  
AYIKUDY, TENKASI - 627 852.  
TENKASI DISTRICT, TAMILNADU.



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## EXAM CELL COMMITTEE

For the academic year 2023-2024, a committee for the Examination Cell has been constituted with the following members and their respective designations and positions:

S.No.	Name of the Committee Member	Designation	Position
2	Mr. C. Raja Sekar	AP/MECH	Overall Exam Cell Coordinator
3	Mr. J. Ponnudurai	AP/CSE	Additional Exam Cell Coordinator
4	Ms. E. Jency	AP/CIVIL	Dept. Exam Cell Coordinator
5	Mr. I. Ayyanraj	AP/MECH	Dept. Exam Cell Coordinator
6	Mrs. Vijayaganthi	AP/ECE	Dept. Exam Cell Coordinator
7	Mrs. Sherin Farihan	AP/EEE	Dept. Exam Cell Coordinator
8	Mrs. M. Papu Sivanantham	AP/CSE	Dept. Exam Cell Coordinator
9	Mrs. G. Sathya	AP/MS&H	Dept. Exam Cell Coordinator

### **FUNCTIONS OF EXAM CELL:**

- The Examination Cell facilitates the dissemination of all Examination notices received from the University to relevant parties.
- It drafts Circulars for students regarding Exam Fee Collection, including details on deadlines and payment procedures, and manages the collection of fines.
- It meticulously plans Examination schedules, Invigilation duties, and seating arrangements in Examination halls to ensure smooth conduct of Examinations.
- During Examination periods, the Cell organizes and assigns staff duties according to pre-prepared duty charts.
- It coordinates the distribution of Answer sheets to respective teachers post-exam, compiles award lists, and prepares necessary documentation for submission to the University in the required format.
- The Cell, in collaboration with the Principal, analyzes Examination results and prepares reports for submission to appropriate authorities for further action.



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- All records related to examinations are maintained by the Examination Cell.
- The staff of the Examination Cell addresses grievances concerning examination-related matters from administration, faculty, staff, and students.

PRINCIPAL

**Dr. M. RAJKUMAR, B.E.,M.E.,Ph.D.,**  
PRINCIPAL  
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