

EXAMINATION COMMITTEE & RESULT PASSING BOARD

S. No	Name	Position (Chairman/ Member)	Qualification	Present professional position
1.	Dr. M.Ramesh	Principal/ Chief Superintendent	ME., Ph.D.,	Principal
2.	Dr.K.Sampathkumar	COE	M.E.,Ph.D	COE
3.	Dr.R.Gowrishankar	Deputy COE	M.E.,Ph.D.,	Member
4.	Dr.C.Ramesh Mr.R. Tamilarasan	Additional COE	ME., Ph.D., M.E.,	Members
5.	Deans			Member
6.	Head of the Departments			Member
7.	Exam cell Co-ordinators			Member

Functions and responsibilities of Examination Committee:

- Collection and maintenance of student bio data in the college portal.
- Registration of programme & open electives from the students for the End Semester Examinations.
- Preparation of time table, hall plan, seating arrangement and invigilator duty list for the Continuous Assessment and End Semester Examinations.
- Collection of question papers from the departments/ institutions printing and disseminating for the Continuous Internal Assessment (CIA) test and End Semester Examinations.
- Conduction of CIA test and End Semester Examinations for the students of various UG/PG Programmes.
- Entry of CIA details such as attendance, CIA test marks, assignment marks and Innovative practices marks in the COE examination portal.
- Uploading the period wise assessment details in the student's login of the college website and provide the assessment report to the departments.
- Preparation of Particulars of Attendance details as per Proforma.
- Collection of practical examination schedule from the departments.

- Appointment of internal and external examiners for practical examinations.
- Preparation of panel of examiners from various other colleges and Universities.
- Preparation of nominal roll and exam applications for the End Semester Examinations.
- Preparation of time table for End Semester Examinations.
- Preparation of room allotment, hall Seating plan and appointment of hall superintendents, squad members and chief superintendent etc. for the End Semester Theory Examinations.
- Issue of hall tickets for the eligible students for the End Semester Examinations.
- Conduction of End Semester Theory and practical Examinations.
- Appointment of examiners and chief examiners for central valuation.
- Conduction of Result Passing Board meeting and publication of results.
- Conduction of Malpractice Committee Meeting, if any for each semester by Malpractice Committee.
- Issuance of photocopy of the answer scripts for the required students and revaluation of answer scripts.
- Publishing revaluation results.
- Printing of Statement of Grades, Consolidated Statement of Grades.
- Issue of Duplicate Grade Sheet and Name/ Date of Birth change corrections etc.,
- Issue of Transcripts, CGPA to Percentage conversion, Medium of Instruction etc.,
- Supporting the companies in student background verification.