

DSEC

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE

PERAMBALUR

(AUTONOMOUS INSTITUTION)

EXAMINATION CELL:

Being an Autonomous Institution, an effective Examination Cell is framed by accounting the Autonomous guidelines of UGC and Parent University. The refurbished Controller of Examination (CoE) cell is headed by the Controller of Examination. The Principal shall be the Chief Controller of Examination. The Controller of Examination cell is being assisted by the Deputy Controller of Examination along with few Exam Cell members and other office support staff. The CoE cell adheres with Parent University, regarding all correspondence related to the End Semester Examinations. The Controller of Examination coordinates all the proceedings involved in Assessment of the CoE cell. Any information either received or required to be sent to the Parent University is being dealt through CoE correspondence. The exam cell members are :

S.No	Members	Category	Nature
1	Dr.D.Shanmugasundaram	Principal	Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur
2	Dr.K.Velmurugan	CoE	Associate Professor, Department of MECH, DSEC (A), Perambalur
3	Mr.R.Govindhasamy	Deputy CoE	Assistant Professor, Department of CSE, DSEC (A), Perambalur
4	Mr.G.Raja	Member	Faculty, Department of CSE DSEC (A), Perambalur
5	Dr.T.Thaila	Member	Faculty, Department of S&H DSEC (A), Perambalur
6	Mr.M.Parameswaran	Member	Faculty, Department of MECH, DSEC (A), Perambalur

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Functions and Responsibilities of the Examination Cell:

- ❖ Examination notices received from the Parent University are duly served to all concerned.
- ❖ Notices regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc., are displayed.
- ❖ Preparation of smooth conduct of Internal Assessment examinations, preparation of exam schedule, Invigilation duty chart, Seat allotment in the examination halls etc.
- ❖ For conducting examination the preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
- ❖ Conduct of End Semester Examination, distribution of answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.
- ❖ The cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.