



# PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt - 630 561, Tamilnadu  
Mobile 9842102628, 7373002628 Email info@psyec.edu.in Website www.psyec.edu.in

City Office : 10, Pandian Saraswathi St, Sivagami Nagar, Narayanapuram, Madurai - 625 014. Telefax- 0452 2682338, Mobile : 98423-02628

## Examcell Roles and Responsibilities:

1. Ensure that appropriate exam halls are available and set up according to the requirements.
2. Prohibit the use of unauthorized materials, electronic devices, or any other items that aid cheating.
3. Ensure strict invigilation to prevent cheating or any form of malpractice during exams.
4. Ensure that examination papers and other materials are distributed securely and on time.
5. Collect answer scripts and other materials promptly after the examination.
6. Safely store examination materials before and after the examination.
7. Communicate clear and concise instructions to students before and during the exam.
8. Coordinate with examination authorities or boards to ensure compliance with guidelines and regulations.
9. Maintain records of attendance, incidents, and any other relevant information related to the examination process.
10. Make necessary announcements regarding the exam schedule, rules, and any changes.
11. Collaborate with faculty members to address any specific requirements related to the examination.
12. Ensure the secure storage and transportation of answer scripts to the designated evaluation centers.

S.No	Name	Role	Designation
1	Dr.R.RAJA	Chief Superintendent	Principal
2	Mr.R.Pandithurai	Examcell Coordinator	AP/MECH
3	Ms.G.Raghatharini	Member	AP/Civil
4	Ms.D.Vanathi	Member	AP/CSE
5	Ms.V.Suganya	Member	AP/EEE
6	Ms.K.Thilagameena	Member	AP/ECE
7	Mr.S.Pounraj	Member	AP/MECH
8	Ms.S.Muthulakshmi	Member	AP/S&H



  
Dr. R. RAJA  
Principal





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EXAMCELL

CIRCULAR

PSYEC/EXAMCELL/CIR/2022-2023/1

August 10, 2022

The following members are assigned as the department Committee members for the Exam cell of the academic year 2022 -2023.

1. Ms.G.Raghatharini, AP/CIVIL
2. Ms.D.Vanathi, AP/CSE
3. Ms.V.Suganya, AP/EEE
4. Ms.K.Thilagameena,AP/ECE
5. Mr.S.Pounraj,AP/MECH
6. Ms.S.Muthulakshmi,AP/S&H

This is inform that meeting of exam cell on 12-08-2022 will be conducted for discussing the smooth conduction of exam during this academic year .Exam cell coordinators are informed that attend meeting without fail.



Dr.R.RAJA  
Principal

To  
ALL HODs





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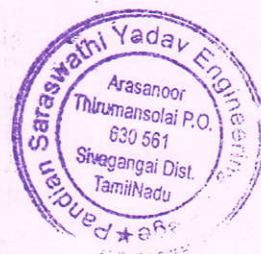
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Date:12-8-2022

Venue: Examcell

<b>Members Present:</b> COE, Exam cell Coordinator and Coordinators of CIVIL, CSE, EEE, ECE, MECH and First year Coordinator.				
<b>Members Absent :</b> Nil				
S.no	Points Discussed	Responsibility	Target Date	Remarks
1	<b>Examination Related Grievances :</b> <ul style="list-style-type: none"><li>The student's name and birthdate should be accurately entered in the student profile, according to department examination coordinators (DECs).</li><li>Should a correction be required, the relevant facts should be sent to the student profile.</li></ul>			
2	<b>Guidelines for conducting the Examinations:</b> <ul style="list-style-type: none"><li>The institute's exam cell coordinator (ECC) is in charge of ensuring that exams are conducted correctly and without hiccups.</li><li>Give the department examination coordinators of each faculty instructions on how to organize exams in a seamless manner.</li><li>Create a master design for the seating arrangements, accounting for both the overall number of students taking the test and the institutional seating configurations.</li><li>The internal exam schedule for the entire semester must be prepared by ECC in accordance with the Anna University examination timetable.</li><li>Answer booklets, drawing sheets, graph papers, and other materials required by the test cells of the various departments should be collected. This material should then be kept centrally ready to be distributed to students during the exam.</li><li>The same should be documented and kept up-to-date.</li></ul>	All Coordinators	Continuous	



Dr.R.RAJA

Principal