J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE | Affiliated to Anna University | ISO 9001 : 2015 Certified

(Sowdambikaa Group of Institutions)

Ammapettai, Tiruchirappalli - 620 009, Tamil Nadu

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Ref:JJCET/Exam/Committee/2024 Date: 01.07.2022

Office Order

Sub: Constitution of Exam Committee – Reg.

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The undersigned is pleased to constitute the **Exam Committee** with the following members for the period of three years 2022-2023, 2023-2024 and 2024-2025.The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the Principal.

Exam Committee

S. No.	Name	Designation	Position
1.	Dr. P. Mathiyalagan	Principal	Chairperson
2.	Mr. S. Sureshkumar	Assistant Professor / ECE	Convener
3.	Dr. P. Chellammal	Professor / CSE	Member
4.	Mr. P. John Britto	Assistant Professor (Sr.G) / EEE	Member
5.	Mr. S. Sekar	Assistant Professor / MECH	Member
6.	V. Bakyalakshmi	Assistant Professor / Civil	Member
7.	Mrs. J. Veni	Assistant Professor / MBA	Member

Roles and Responsibilities

Exam Committee

1. Examination Notices received from the Anna University are duly served to all concerned.
2. The notices for Anna University indicating details regarding fee collection, the last date of fee collection.
3. The Examination Cell coordinates the conduct of Internal Examinations.
4. Preparation of smooth conduct of examinations, preparation of time table, invigilation duty chart, seat allotment in the examination halls etc.
5. During the examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
6. After the results of various examinations received from the University, distribution of marks sheets to students.
7. The Examination cell analyzes all examination results and in consultation with the Principal, prepares the report there of for submission to appropriate authorities for follow up action.
8. Keeps all records pertaining to examination
9. To update on the latest developments in automation of the works related to exams.

COLLEGE OF ENGINEERING & TECHNOLOGY TRICHY-9

PRINCIPAL

Copy to:

1) The Vice Chairman for kind information
2) All Deans and Heads with a request to circulate among students and staff members
3) All members Concern
4) IQAC
5) File