



# KRISHNASAMY

College of

## ENGINEERING & TECHNOLOGY

Approved by AICTE & Affiliated to Anna University

Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.

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### FUNCTIONS OF EXAM CELL

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##### **DECENTRALISED INTERNAL ASSESSMENT**

- ✓ Communication of Internal Assessment and Web Portal Entry period.
- ✓ Monitoring through Squad / Surprise inspections.
- ✓ Proforma circulation & Report filing.
- ✓ Reporting deviation of standard practices, If any to the HoDs / Vice Principal / Principal.
- ✓ Facilitating Anna University Web Portal Entry.
- ✓ Stationary planning & Reporting, printing Support.
- ✓ Progress monitoring / Academic, Attendance Audit, etc...

##### **CENTRALISED UNIVERSITY EXAMS**

- ✓ Registration of eligible candidates to University Exam.
- ✓ Distribution of Hall tickets through the department.
- ✓ Conducting University Exam as per the protocol of Anna University.
- ✓ Examiners / Invigilators mapping and communications.
- ✓ Result / Revaluation, Mark list distribution through department.
- ✓ Data Based Result Analysis.
- ✓ Safe custody of Anna University Exam stationary / Inventory.
- ✓ Reporting to Zonal Office / COE through Principal and AU Exam communications with other institutions, etc...