



## EXAMINATION CELL - EC

The Examination Cell of A.K.T. Memorial College of Engineering and Technology is established with the objective of ensuring effective planning, coordination, conduct, monitoring, and continuous improvement of examination-related activities in alignment with the rules and regulations of the affiliating university, statutory bodies, and the academic policies of the Institution. The Examination Cell serves as a centralized administrative and academic support system for maintaining transparency, confidentiality, integrity, fairness, and efficiency in all internal and external examination processes while upholding the standards of quality education and academic excellence within the Institution. The Cell aims to strengthen the examination system by implementing systematic procedures for assessment, evaluation, result processing, examination monitoring, student support, and continuous academic performance improvement.

The Examination Cell systematically plans, organizes, and coordinates various examination-related activities such as internal assessment tests, model examinations, university practical examinations, end semester examinations, supplementary examinations, question paper management, hall arrangement preparation, seating allocation, examination scheduling, invigilation duty allocation, malpractice prevention measures, result analysis, mark statement verification, revaluation support activities, and examination grievance handling procedures. The Cell also ensures strict adherence to examination regulations, confidentiality norms, university guidelines, and academic schedules prescribed by the affiliating university and competent authorities.

Further, the Examination Cell facilitates effective coordination among students, faculty members, departments, university authorities, examination coordinators, evaluators, and administrative offices for the smooth conduct of examinations and timely dissemination of examination-related information. The Cell encourages the adoption of systematic evaluation practices, digital examination management systems, student performance tracking mechanisms, and continuous monitoring procedures aimed at enhancing academic discipline, examination transparency, evaluation accuracy, and overall institutional accountability. The Cell also supports departments in analyzing examination performance, identifying learning gaps, implementing remedial measures, and improving student academic outcomes through structured assessment and review mechanisms.



# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai, Accredited by NAAC with 'A' Grade)

A.K.T Nagar, Neelamangalam, Kallakurichi Dt., Tamilnadu - 606 213

(Tel : 04151 - 223577, Mobile : 9524742999. Email : aktengg@yahoo.in, Website : www.aktmceet.in)



The Examination Cell maintains comprehensive records and documentation related to internal assessment marks, university examination applications, attendance eligibility, examination schedules, question paper records, seating arrangements, invigilation details, malpractice cases, result analysis reports, mark statements, student grievances, revaluation applications, examination circulars, and all other examination-related activities conducted within the Institution. The Cell periodically reviews the effectiveness and efficiency of examination procedures and identifies opportunities for strengthening examination administration, evaluation systems, student support services, digital record management, academic monitoring, and compliance with university norms and quality assurance practices. Based on its activities and assessments, the Examination Cell prepares reports and submits recommendations to the Management and the Governing Body of A.K.T. Memorial College of Engineering and Technology for continuous improvement of examination systems, academic integrity, student performance enhancement, institutional effectiveness, and overall academic excellence across the Institution.

## **OBJECTIVES:**

- To ensure the smooth, fair, and transparent conduct of internal and external examinations as per university norms and regulations.
- To maintain confidentiality, integrity, and discipline in all examination and evaluation processes.
- To coordinate examination activities such as scheduling, hall arrangements, invigilation duties, and question paper management effectively.
- To ensure timely communication of examination schedules, instructions, and results to students and faculty members.
- To maintain accurate examination records, internal assessment marks, and student performance data systematically.
- To support departments in analyzing examination results and implementing measures for improving student academic performance.
- To promote efficient and technology-enabled examination management practices for strengthening academic quality and institutional effectiveness.



## ROLES AND RESPONSIBILITIES:

- To prepare the academic examination schedule in coordination with the departments and ensure the effective conduct of internal assessment tests, model examinations, laboratory examinations, and university examinations as per the regulations of the affiliating university.
- To prepare, verify, and circulate examination timetables, seating arrangements, hall allotments, examination duty schedules, and examination instructions to students, faculty members, and departments well in advance.
- To ensure the secure receipt, safe custody, confidentiality, handling, and distribution of question papers, answer booklets, attendance sheets, and other confidential examination materials in accordance with prescribed examination procedures.
- To coordinate the issue of hall tickets, student examination applications, fee payment verification, attendance eligibility verification, and submission of examination-related data to the affiliating university within the stipulated time.
- To allocate invigilation duties, chief superintendent duties, squad duties, and supporting staff responsibilities for maintaining discipline and smooth conduct of examinations throughout the Institution.
- To monitor examination halls and ensure strict adherence to university regulations, examination ethics, code of conduct, and malpractice prevention measures during all examinations.
- To identify, document, and report cases of examination malpractice, unfair means, indiscipline, or violation of examination rules to the competent authorities and university as per prescribed norms.
- To coordinate the conduct of university practical examinations, viva voce examinations, project evaluations, and laboratory assessments in consultation with external examiners, internal faculty members, and departments.
- To facilitate timely collection, verification, consolidation, and submission of internal assessment marks, attendance records, practical marks, and other academic records to the affiliating university.
- To maintain comprehensive records and documentation related to examination applications, internal assessment marks, attendance eligibility, hall tickets, seating



# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai, Accredited by NAAC with 'A' Grade)  
A.K.T Nagar, Neelamangalam, Kallakurichi Dt., Tamilnadu - 606 213  
(Tel : 04151 - 223577, Mobile : 9524742999. Email : aktengg@yahoo.in, Website : www.aktmcet.in)



arrangements, invigilation details, practical examinations, answer scripts, result analysis, and examination circulars.

- To support students in examination-related services such as examination registration, correction of student details, issue of duplicate hall tickets, revaluation applications, photocopy requests, challenge valuation requests, and grievance redressal activities.
- To communicate university notifications, examination circulars, timetable updates, result announcements, and examination guidelines promptly to all departments and students.
- To coordinate with Heads of Departments, faculty members, university authorities, and administrative offices for resolving examination-related issues and ensuring compliance with university norms and institutional policies.
- To analyze semester-wise examination results, pass percentages, subject-wise performance, arrear statistics, and academic trends for identifying learning gaps and improving academic performance.
- To assist departments in implementing remedial coaching, academic counselling, special classes, mentoring activities, and performance improvement measures for academically weaker students.
- To ensure transparency, fairness, accountability, and confidentiality in all examination and evaluation processes through systematic monitoring and quality assurance practices.
- To encourage the implementation of digital examination management systems, automated data management practices, and technology-enabled examination processes for improving efficiency and accuracy.
- To preserve and archive examination records, confidential files, mark statements, result data, and university communications as per institutional record maintenance policies.
- To periodically review examination procedures, operational effectiveness, and compliance standards and recommend corrective measures for strengthening examination administration and academic quality.
- To prepare reports on examination activities, result analysis, malpractice cases, academic performance, and examination-related improvements and submit recommendations to the Management and Governing Body for continuous institutional



development and academic excellence.

## COMPOSITION:

The following members, along with the nominees representing the Management, Academic Administration, Departments, Faculty Members, Administrative Staff, Students, University Authorities, IQAC, and other stakeholders, are hereby designated as members of the Examination Cell of A.K.T. Memorial College of Engineering and Technology for the effective planning, organization, implementation, coordination, monitoring, and continuous improvement of examination and evaluation activities including internal assessments, model examinations, university examinations, practical examinations, result analysis, examination administration, student support services, malpractice prevention measures, academic monitoring, digital examination management practices, and other examination-related activities in alignment with the regulations of the affiliating university, statutory requirements, academic quality standards, and the objectives of the Institution.

Sl. No.	Name	Role	Designation
1.	Dr. T.S. Sivakumaran	Chairperson	Principal
2.	Mr. V. Vignesh	Convener	AP – MECH
3.	Mrs. V. Vaidehi	Member	AP – Civil
4.	Mr. A. Mahalakshmi	Member	AP – CSE
5.	Mrs.M.S.Sathya	Member	AP – ECE
6.	Mrs. A. Johnsy	Member	AP – EEE
7.	Mr. L. Narayanan	Member	AP - MECH
8.	Mr. K. Kalaiselvan	Member	AP - IT
9.	Mr. T. Duraisamy	Member	AP – AI&DS
10.	Ms.V.Tamilarasi	Member	AP - S&H

## EXPECTED OUTCOMES:

- Smooth, systematic, and transparent conduct of internal and external examinations in compliance with university regulations and institutional policies.
- Improved confidentiality, fairness, discipline, and integrity in all examination and



evaluation processes.

- Timely preparation and communication of examination schedules, seating arrangements, hall tickets, internal marks, and examination-related information.
- Accurate maintenance of examination records, student assessment data, result analysis reports, and examination documentation.
- Reduction in examination-related errors, malpractice cases, grievances, and delays through effective monitoring and administrative practices.
- Improved student academic performance, pass percentage, and learning outcomes through systematic assessment and result analysis mechanisms.
- Strengthened coordination among departments, faculty members, students, and university authorities for effective examination management.
- Enhanced efficiency and transparency through the implementation of digital and technology-enabled examination management systems.
- Effective grievance redressal and student support services related to examinations, reevaluation, and academic assessment activities.
- Continuous improvement in examination administration, academic monitoring, and institutional quality assurance practices contributing to overall academic excellence.

## SDG MAPPING:

The activities and initiatives of the Examination Cell are aligned with the following United Nations Sustainable Development Goals (SDGs):

SDG	SDG Title	Examination Cell Contribution
SDG 4	Quality Education	Ensures fair, transparent, and effective examination and evaluation practices to enhance academic quality, learning outcomes, and student performance.
SDG 9	Industry, Innovation and Infrastructure	Promotes digital examination management systems, technology-enabled assessment practices, and efficient academic administration processes.



# A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai, Accredited by NAAC with 'A' Grade)  
A.K.T Nagar, Neelamangalam, Kallakurichi Dt., Tamilnadu - 606 213

(Tel : 04151 - 223577, Mobile : 9524742999. Email : aktengg@yahoo.in, Website : www.aktmcet.in)



<b>SDG 10</b>	Reduced Inequalities	Provides equal opportunity, unbiased evaluation, and accessible examination support services for all students irrespective of their background.
<b>SDG 16</b>	Peace, Justice and Strong Institutions	Strengthens transparency, confidentiality, ethical practices, accountability, and integrity in examination and evaluation systems.
<b>SDG 17</b>	Partnerships for the Goals	Facilitates coordination with university authorities, departments, faculty members, administrative bodies, and stakeholders for effective examination management and academic quality enhancement.

