



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

Amaravathipudur Post, Karaikudi – 630301, Sivagangai Dt. Tamilnadu.

(Approved by AICTE – New Delhi & Affiliated to Anna University, Chennai.)

(Certified ISO 9001-2015 and recognized under section 2(f) of UGC act 1956)



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Office of the Principal

Ref No.: SRRCET/COE/2024-2025/

Date: 28.04.2025

OFFICE ORDER

In the interest of effective administration and smooth conduct of examinations, the following faculty members are hereby appointed to the respective positions with immediate effect:

DESIGNATION	NAME
Chief Superintendent :	Dr. A. ELANGO Principal, SRRCET
Chief Superintendent : (Alternate)	Dr. M. SIVAKUMAR Dean, Academics
Exam Cell Coordinators :	Dr. N. Rajeswari Dean, EEE.
Exam Cell Coordinators :	Mr. TN. Balaji Asst. Professor of ECE.

FUNCTIONS OF EXAMCELL:

- Any Circular, Guideline, Office Order, Notification received by the College are processed in the Exam cell, reply thereof prepared and after Principal signature dispatched to the University
- Examination Notices received from the University are duly served to all concerned.
- The Notices for University indicating details regarding Fee Collection, the last date of fee Collection.
- Preparation of smooth conduct of Examinations, preparation of Internal Assessment Exam Time table, Invigilation duty chart, Seat allotment in the Examination halls etc.
- During the Examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- After completion of examination, distribution of Answer books to the concerned staff's.
- After the results of various examinations received from the University, distribution of marks sheets to Students.
- The Exam cell analyses all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- Monitoring Web Portal Entry.

Copy to: 1. HOD's –CSE / EEE / ECE / MECH / CIVIL/AGRI/ AI&DS/ S & H
2. Accounts / T & P / Exam Cell
3. Principal File/ Management



May
PRINCIPAL
Dr. A. ELANGO
PRINCIPAL
SRI RAAJA RAAJAN COLLEGE OF
ENGINEERING AND TECHNOLOGY
AMARAVATHIPUDUR, KARAIKUDI