



# CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

## EXAMINATION CELL

### Roles and Responsibilities:

1. Prepare exam rooms according to the requirements.
2. Ban unauthorized materials and devices that could aid cheating.
3. Supervise exams closely to prevent cheating.
4. Distribute exam papers and materials securely and on time.
5. Collect answer sheets promptly after the exam.
6. Store exam materials safely before and after the exam.
7. Give students clear instructions before and during the exam.
8. Follow exam board guidelines and regulations.
9. Keep records of attendance, incidents, and other exam-related info.
10. Announce exam schedules, rules, and changes.
11. Work with teachers to meet specific exam needs.
12. Safely store and transport answer sheets to grading centers

### Hierarchy:

S. No.	Name	Role	Designation
1	Dr.M.Jeyakumar	Chairperson	Principal
2	Mr.S.Prabhu	Coordinator	AP-MECH
3	Mr K.Anand	Joint Coordinator	AP-CIVIL
4	Ms.Karthiga VG	Member	AP-CSE
5	Ms.Srinithi B	Member	AP- CIVIL
6	Ms.Dhanalakshmi S	Member	AP-EEE
7	Ms.Pavithra L	Member	AP-ECE
8	Mr.Domnic D	Member	AP-MECH
9	Ms.Dhanalakshmi R	Member	AP-S&H



**DR. M. JEYAKUMAR, M.E., Ph.D.**  
PRINCIPAL  
CHRIST THE KING ENGINEERING COLLEGE,  
Chikkarampalayam Village,  
Karamadai, Mettupalayam Taluk,  
Coimbatore - 641 104.

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## CIRCULAR

CKEC/EC/CIR/2022-23/1

DATE : 10.09.2022

The following faculty members have been nominated as Exam Cell Coordinators for the academic year 2022-23:

1	Ms.Karthiga VG	Member	AP-CSE
2	Ms.Srinithi B	Member	AP- CIVIL
3	Ms.Dhanalakshmi S	Member	AP-EEE
4	Ms.Pavithra L	Member	AP-ECE
5	Mr.Domnic D	Member	AP-MECH
6	Ms.Dhanalakshmi R	Member	AP-S&H

You are hereby informed that a mandatory meeting will be held at the Examination Cell on 12th September 2022 to discuss the smooth conduct of examinations during the upcoming academic year. All Exam Cell Coordinators are required to attend this meeting without fail.

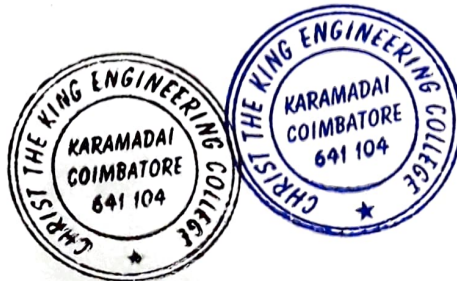
**Principal**  
Dr.M.JEYAKUMAR, M.E.,Ph.D.  
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Karamadai, Mettupalayam Taluk,  
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Copy  
to:

O/o The Administrator.

All department Heads (To inform concerned faculty member)

File



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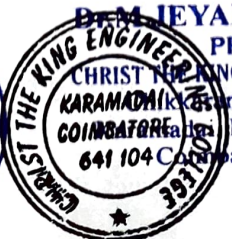
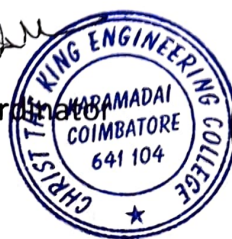
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## Minutes of Meeting

Date : 12-09-2022		Time: 10.00 AM		Venue: Examination Cell	
Members present: Chairperson, Exam cell coordinator and department coordinators					
Sl.no.	Discussed points	Responsibility	Deadline	Remarks	
1.	<b>Examination related Grievances:</b>	All exam cell coordinators	Throughout the semester		
	1.1 The students name and birthdate must be entered right in the student profile with our any mistakes in reference with the department exam cell coordinator.				
	1.2. In case of corrections required documents must be submitted to this office.				
2.	<b>Guidelines for Administering Examinations:</b>				
	2.1 EC Coordinator is in charge of overall activity of the examinations.				
	2.2 ECC has to give directions to all department EC coordinators regarding all internal and external examinations.				
	2.3 Hall allotment and seating plan has to be done and distributed by ECC in time.				
	2.4 Schedules regarding internal exams have to be prepared by ECC according to the academic schedule from the Anna university.				
	2.5 Materials related to exams must be stored in a central place and must be distributed as per requirement.				
2.6 Every above activities must be documented accordingly.					

Exam Cell Coordinator



**DR. M. JEYAKUMAR, M.E., Ph.D.**  
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 COIMBATORE TALUK, METTUPALAYAM TALUK,  
 COIMBATORE - 641 104.

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