



RAAK
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
An ISO 9001:2015 Certified Institution

EXAM CELL

About Examination cell

The Examination Cell is an important part of the autonomy. The Examination Cell (Exam Cell) is headed by the Examination Cell Coordinator with supporting staffs. The Prime responsibility of Examination Cell is conducting of all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent (Principal) of Examinations. The Exam Cell is well established in terms of infrastructure, computing and printing facilities and modern equipment and maintaining the Hard Copies in Files. Examination cell coordinates with the University regarding all examination matters. Any information either received or required to be sent to the University are being dealt with in the Exam cell. The Examination cell functions according to the rules and regulations of the Pondicherry University, Puducherry.

Key Responsibilities of an Exam Cell

- **Conducting Examinations:** Organizes internal assessments, model exams, and university theory/practical exams (odd/even semesters).
- **University Coordination:** Acts as the primary liaison with the university for exam notifications, scheduling, and results.
- **Confidentiality & Security:** Handles secure storage and distribution of question papers, managing them in compliance with university rules.
- **Record Maintenance:** Keeps records of student performance, attendance, and internal marks.
- **Logistics & Documentation:** Manages hall tickets, invigilation duties, seating arrangements, and the timely distribution of mark sheets and certificates.

Students Grievances

- Grievances identified in internal examinations for the student are rectified by CS and Principal.
- Grievances identified regarding Pondicherry University Examination such as applying photocopy, revaluation and review process for the results they obtained, other grievances like correction in the grade sheet (Date of Birth, Duplicate Grade Sheet, etc.) are rectified by Controller of Examinations, Pondicherry University.

Examination Committee Members

S.No	Name of the Member	Designation	Committee designation
1	Mr.K.Murugan	HOD/ECE	Exam Cell Nodal Officer
2	Mrs.H.Rajeswary	AP/ECE	Dept. Co-ordinator
3	Mrs.P.Anusuya	SAP/S&H	Dept. Co-ordinator
4	Mrs.P. Sandhiya	AP/CSE	Dept. Co-ordinator
5	Dr.A.Sendil kumar	ASSO.PROF/EEE	Dept. Co-ordinator
6	Dr.P.Prasanna	ASSO.PROF/MECH	Dept. Co-ordinator
7	Mr.K.Purushothaman	SAP/IT	Dept. Co-ordinator
8	Ms.J.Poovitha	AP/MBA	Dept. Co-ordinator



DIRECTOR
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