

EXTERNAL EXAMINATION CELL

External Examination Cell

An external examination cell is a department within an educational institution responsible for coordinating and conducting external examinations, typically conducted by external bodies like universities or government agencies. It handles key functions such as liaising with external bodies, managing exam registration, scheduling, administration, result processing, and publication. It also ensures compliance with rules, resolves disputes, and collects feedback to improve the process. The cell plays a crucial role in maintaining the integrity and credibility of the examination process.

Instructions to Conduct External Examination:

1. University examinations are to be conducted according to the University norms and schedule announced by the Controller of Examination of the university.
2. For these examinations, there will be one invigilator for a maximum of 30 students. The invigilators are appointed by the exam cell.
3. The presence of the faculty on whose subject exam is being conducted is mandatory in the college during the exams. Feedback from the students regarding the examination has to be collected and reported to the exam cell in-charge and the Principal. The absence of the subject handling faculty on the day of the exam shall be viewed seriously.
4. The faculty members shall do the invigilation duty in different halls/rooms during the specified examinations. The Duty Roster of the university examination invigilators is maintained by the Chief Coordinator.
5. The Registration number and signature of all students appearing in the examination shall be recorded in the daily attendance roll call and duly countersigned by the invigilator.
6. Students shall pay the examination fees according to the university norms. Failing to comply with the above rule will result in deregistering from both current and arrear papers for the upcoming semester examination.

External Examination Coordinator: Mrs. Jyothi Krishnan