IDHAYA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
Pakkamudayanpet, Puducherry – 605008

REPORT ON THE RECONSTITUTION OF THE EXAMINATION CELL

Academic Year: 2026–2027

1. Introduction

The Examination Cell of Idhaya College of Arts and Science for Women plays a vital role in ensuring the smooth, systematic and transparent conduct of examinations in accordance with the rules and regulations of Pondicherry University.

The Cell is constituted to coordinate and monitor all examination-related activities, including the receipt and distribution of examination notifications, preparation of examination schedules, registration of students, conduct of examinations, invigilation arrangements, maintenance of examination records and coordination with the University Examination Wing.

The Cell is committed to maintaining confidentiality, accuracy, discipline and fairness throughout the examination process. It also ensures that students and faculty members are provided with timely information and necessary guidance regarding examination procedures.

2. Constitution of the Examination Cell

The Examination Cell, originally constituted on 24.10.2004, continues to function as an integral part of the institution. The Cell is reconstituted with the following members for the academic year 2026–2027.

S. No.	Name and Designation	Position	Contact Details
1.	Dr. M. Alamelu, Assistant Professor of Tamil	Chief Superintendent	9789688373 sripadma388@gmail.com
2.	Mrs. R. R. Sweetline, Assistant Professor of Mathematics	Additional Chief Superintendent	9791633172 sweetlinejai@gmail.com
3.	Mrs. A. C. Shobana, Assistant Professor, Department of Corporate Secretaryship	Member	8296130250 shofikuppu@gmail.com
4.	Mrs. Rejina, Assistant Professor of Mathematics	Member	6385354233 rejinabalu.1993@gmail.com
5.	Mrs. Vijayalakshmi, Assistant Professor of Computer Science	Member	7539919138 vijayalakshmicse87@gmail.com

3. Objectives of the Examination Cell

The major objectives of the Examination Cell are:

1. To ensure the smooth, fair and transparent conduct of all internal and end-semester examinations.

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2. To implement the examination rules and regulations prescribed by Pondicherry University.
3. To coordinate all examination-related activities between the college and the University.
4. To maintain confidentiality and accuracy in all examination-related matters.
5. To ensure proper planning and effective execution of examination schedules and procedures.
6. To provide timely information and guidance to students and faculty members regarding examinations.
7. To maintain systematic records and documentation of all examination activities.
8. To address examination-related grievances and ensure their timely redressal.

4. Functions and Responsibilities of the Examination Cell

The Examination Cell shall undertake the following responsibilities:

A. Pre-Examination Activities

1. Receive and circulate examination notifications issued by Pondicherry University.
2. Coordinate the submission of examination applications and registration of students.
3. Verify student details and examination registration particulars.
4. Coordinate the preparation and publication of internal examination timetables.
5. Prepare examination halls and make necessary seating arrangements.
6. Assign invigilation duties to faculty members.
7. Ensure the availability of stationery, answer booklets and other examination materials.
8. Communicate examination instructions and guidelines to students and faculty members.

B. Conduct of Examinations

1. Ensure the proper and disciplined conduct of internal and University examinations.
2. Supervise the distribution and collection of question papers and answer scripts.
3. Ensure that examination rules and regulations are strictly followed.
4. Monitor the examination halls and maintain discipline.
5. Address examination-related issues arising during the conduct of examinations.
6. Maintain confidentiality and security of examination materials.
7. Prepare and submit necessary examination reports to the University.

C. Post-Examination Activities

1. Ensure the proper collection, verification and packing of answer scripts.
2. Arrange for the dispatch of answer scripts and other examination materials to the University, wherever applicable.
3. Coordinate with the University regarding examination-related queries and discrepancies.
4. Facilitate the distribution of examination results and mark statements to students.
5. Coordinate the submission of internal assessment marks within the prescribed deadlines.
6. Assist students with revaluation, retotalling and examination-related applications.

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7. Maintain records of examination results, pass percentage and academic performance.
8. Prepare consolidated examination reports for institutional records.

5. Roles and Responsibilities of the Members

Chief Superintendent – Dr. M. Alamelu

- Overall supervision and administration of examination activities.
- Coordination with Pondicherry University Examination Wing.
- Ensuring the proper implementation of examination regulations.
- Monitoring the conduct of examinations and maintaining confidentiality.
- Submission of examination reports and necessary documents to the University.

Additional Chief Superintendent – Mrs. R. R. Sweetline

- Assisting the Chief Superintendent in all examination-related activities.
- Coordinating examination arrangements and invigilation duties.
- Supervising the preparation and maintenance of examination records.
- Ensuring the smooth conduct of examinations in the absence of the Chief Superintendent, as authorised.

Members – Mrs. A. C. Shobana, Mrs. Rejina and Mrs. Vijayalakshmi

- Assisting in the preparation and execution of examination schedules.
- Coordinating student registration and examination applications.
- Organising seating arrangements and examination materials.
- Maintaining examination-related registers and documentation.
- Assisting in the collection, verification and dispatch of answer scripts.
- Performing other examination-related duties assigned by the Chief Superintendent.

6. Examination Procedures and Monitoring Mechanism

The Examination Cell shall follow a systematic procedure to ensure the effective conduct of examinations.

Step 1: Receipt of Examination Notification

The Examination Cell shall receive and communicate the examination schedules, instructions and guidelines issued by Pondicherry University.

Step 2: Student Registration

The examination applications and registration details of students shall be verified and submitted within the prescribed deadlines.

Step 3: Examination Preparation

Necessary arrangements, including examination halls, seating plans, invigilation duties and examination materials, shall be organised.

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Step 4: Conduct of Examinations

The Chief Superintendent and the members shall supervise the examinations and ensure strict adherence to University regulations.

Step 5: Collection and Dispatch of Answer Scripts

Answer scripts shall be collected, verified, packed and dispatched to the University in accordance with the prescribed procedures.

Step 6: Results and Follow-up

The Cell shall coordinate the communication of results, revaluation applications and other examination-related matters.

7. Examination Grievance Redressal Mechanism

The Examination Cell shall provide an appropriate mechanism for addressing examination-related grievances.

1. Students may submit written complaints regarding examination registration, hall tickets, internal assessment marks, examination schedules and result discrepancies.
2. The complaints shall be received and recorded in the Examination Grievance Register.
3. The Chief Superintendent shall examine the complaints in consultation with the concerned faculty members and the Principal.
4. Necessary corrective measures shall be initiated in accordance with University regulations.
5. Issues requiring University intervention shall be forwarded to the concerned University authorities.
6. The action taken shall be documented, and the students shall be informed accordingly.

8. Meetings and Review

1. The Examination Cell shall conduct meetings periodically and whenever required.
2. Examination arrangements and schedules shall be reviewed before every examination.
3. Examination-related issues and grievances shall be discussed and appropriate action initiated.
4. The performance of students in internal and end-semester examinations shall be reviewed.
5. Minutes of the meetings and follow-up actions shall be properly recorded.

9. Maintenance of Records

The Examination Cell shall maintain the following records systematically:

1. Constitution Order of the Examination Cell.
2. Minutes of the Examination Cell meetings.
3. University examination notifications and circulars.

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4. Student examination registration records.
5. Internal examination timetables.
6. Invigilation duty allotment registers.
7. Examination attendance sheets.
8. Seating arrangements and examination hall records.
9. Answer script collection and dispatch registers.
10. Internal assessment mark records.
11. Examination results and pass percentage reports.
12. Examination grievance register and action-taken reports.
13. Revaluation and retotalling application records.
14. Annual Examination Cell Activity Report.
15. Exam Fee Details
16. Long Absentees Details
17. Internal Absentee Details
18. Internal and University Exam Question Bank
19. Answer Key file

10. Expected Outcomes

The effective functioning of the Examination Cell is expected to:

- Ensure the smooth and systematic conduct of examinations.
- Maintain transparency, confidentiality and accountability in examination procedures.
- Minimise examination-related errors and administrative delays.
- Ensure timely communication between the institution, students and University.
- Strengthen the examination management system of the institution.
- Improve the overall quality and efficiency of academic administration.

11. Conclusion

The Examination Cell of Idhaya College of Arts and Science for Women is committed to ensuring the efficient, transparent and fair conduct of all examinations in accordance with Pondicherry University regulations. Through systematic planning, effective coordination and proper documentation, the Cell strives to maintain the academic integrity and examination standards of the institution.

The institution shall extend all necessary support to ensure the effective functioning of the Examination Cell.

Chief Superintendent
Dr. M. Alamelu

Principal & Secretary
Idhaya College of Arts and Science for Women
Puducherry – 605008

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