



St. JOSEPH DENTAL COLLEGE

(A Post Graduate Dental Institute)

Duggirala, ELURU - 534 003, Eluru Dt., A.P., INDIA

☎ : +91 08812 - 277583, Fax : +91 08812 - 277767

ROLES & RESPONSIBILITIES OF EXAMINATION CELL

- Examination cell takes the responsibility of submitting the student applications for the university exams based on the eligibility criteria.
- Prepares arrears list, distributes hall tickets and marks sheets.
- It works to conduct internal and university examinations smoothly.
- It takes care of the internal examination time table preparation, invigilation duties and seating arrangement plan etc.
- Maintains the records of the examinations like attendance particulars, invigilation duties, supporting staff etc.
- Schedules and conducts practical examinations.
- Takes care of the conducting university examination as scheduled by university, invigilation duties and seating arrangement plan etc.,
- Receives and takes necessary measures to solve grievances by the students related to internal examinations.
- Students with grievances regarding University Examinations will be guided appropriately.



Dr. N. SREEVA RAJU
Principal
St. Joseph Dental College
Duggirala, Eluru-534 003
Eluru Dist., A.P., INDIA