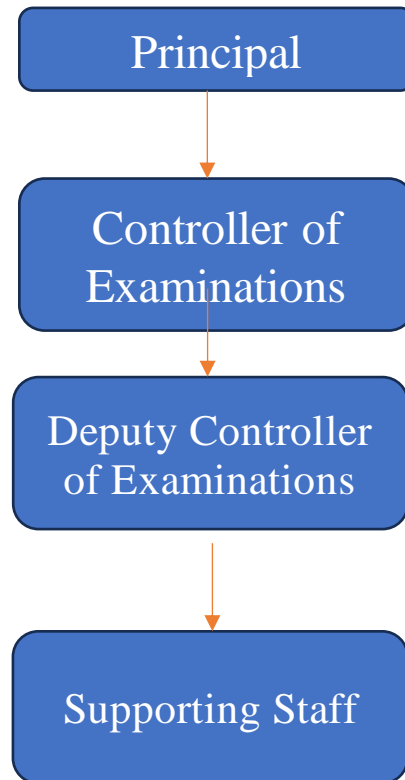


**OFFICE OF THE CONTROLLER OF THE EXAMINATIONS
ORGANIZATIONAL STRUCTURE**



Introduction

Office of the Controller of Examinations is integral to an institution's operation, managing the conduction of examinations and the timely release of results. The Examination Section forms the backbone of this process, ensuring that exams are administered with utmost precision, fairness, and impartiality. To gain and maintain the trust and respect of all stakeholders, it is crucial to have well-defined rules and procedures / regulations that govern every aspect of the examination process, eliminating any room for uncertainty or assumptions. This meticulous approach not only safeguards the institution's credibility but also ensures fairness for everyone involved in the examination process

FUNCTIONS AND RESPONSIBILITIES OF THE OFFICE OF THE CONTROLLER

OF EXAMINATIONS

Work to be carried out by the Office of the Controller of Examinations

The following work is to be attended by the Office of the Controller of Examinations.

- Prepare and release of schedule of examination concerning the academic calendar released by the Institution, notification of examination fees and inviting applications from the candidates to register for the Semester End Examination (SEE), issuing the grade cards and other examinations related work.
- Preparation of detailed SEE Time Table and their publication on time.
- Verification with ERP data, the scrutiny of examination application forms of eligible candidates before the commencement of Practical/ Theory examinations.
- Preparation of question paper indent of the subject-wise, paper-wise, and date-wise statements to print question papers with code for SEE.
- One hour earlier to schedule, Question Papers to be printed on the day and session of the SEE. Also, 10% extra / additional what is required in each subject.
- The question paper packets shall indicate programme, course, semester, date of examination, time of examination, and number of question papers in each packet etc.
- Maintenance of all records, statistics, stock registers and database of candidates pertinent to SEE.
- Processing and passing of bills of remuneration of TA, DA, other conveyance/allowance received from the Chief Superintendent, and maintenance of correspondence thereon registration, distribution and dispatching of day-to-day communications/ letters.
- Principal of the institution will be the Chief Superintendent for the Semester End Examinations and issue of instructions regarding the conduct of examinations.
- Appointment of officials and other staff required for the conduct of SEE.

- Announcement of selection and issue of appointment orders to the internal and external examiners, question paper setters etc. includes issue of duplicate grade card, consolidated grade card, rank certificate, and other documents of manuscripts.
- Arrangement for conducting examination, collection of answer papers, valuation, processing, declaration of results, preservation and disposal of valued answer scripts at least for three year after the announcement of results.
- Arrangement for preparation and distribution of marks /grade cards and other certificates to the candidates.
- Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
- Preparation of rank lists and their transmission to appropriate authorities/bodies. Collection of work done statements from the question paper setters, examiners and forwarding them to the finance / account section of institution for payment of remuneration .
- Arrangement for Paper Viewing Process (PVP) of valued answer-booklets requested by the candidates on prescribed application form with necessary fees.
- Preparation of the lists of lapses and irregularities committed by the evaluators and others. Forwarding the list to the competent authorities for consideration and necessary action.
- Scrutiny and passing of the bills of printing and purchase of stationery etc.
- Constitution of MPC to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
- Dealing with matters of examination fees and refunds, if any. Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.

-Controller of Examinations