

Appointment, Terms and Conditions of Service of the Controller of Examination and his Powers and Functions: -

- (1) The Controller of Examination shall be a whole-time salaried officer of the University and appointed by the Chancellor, on the recommendation of the Selection Committee chaired by the Vice-Chancellor.
- (2) The terms and conditions of service of the Controller of Examinations shall be such as may be specified by the Subsequent Statutes and Ordinances of the University.
- (3) The Controller of Examination shall exercise and perform the following powers and functions, with the approval of the Vice-Chancellor and shall work under the direct control of the Vice-Chancellor: -
 - a) To arrange for and supervise the work of Examination of University in accordance with the manner specified in Academic Regulations and Rules of the University.
 - b) To perform such other duties as may be specified in the Subsequent Statutes, the Ordinances, the Regulations and Rules or as may be required from time to time, by the Vice-Chancellor or the Chancellor.
 - c) To ensure the conduct of all University Examinations and make preparatory arrangements thereof for Examinations, ensuring smooth, efficient, fair and transparent conduct of examination, the printing and supply of Answer Books and receipt of the used as well as unused 'Answer Books' from the Examination Centers.
 - d) To arrange for the Question Banks for all University Examinations set by the examiners / paper setters, ensuring that the Question Papers set are in accordance with the approved scheme of examination and as per the prescribed syllabi for a particular course / paper. The confidentiality and secrecy of the entire process of paper setting at all stages must be maintained in totality.

- e) To get the question papers printed with complete secrecy and hold examinations in efficient manner maintaining the confidentiality and smooth conduct of the complete examination process.
- f) To prepare the examination calendar for various examinations to be held during the whole year and publishing the same well in time for the information of all concerned.
- g) To ensure that the Answer Books for all University Examinations are evaluated so that the award lists in all such cases are supplied to examination branches / computer section for tabulation, scrutiny and declaration of various examination results.
- h) To ensure that all examination results are declared and published within the schedule fixed for the purpose and public widely informed accordingly. Also to get the rectification of results, **rechecking and re-evaluation** of Answer Books, wherever permissible.
- i) To get the Detailed Marks Cards (DMCs) or Detailed Grade Cards, Degrees and other relevant testimonials prepared for all those students passing out from the University and the same be supplied to Students /Faculty /School /Colleges /Institutions, within the period specified for the purpose.
- j) To make arrangements for verification of credentials of students, who have passed out of the University and want their credentials to be verified by the University.
- k) To take steps for continuous examination reforms so as to keep updating the existing Statutes, Regulations and Rules relating to examination, and propose new rules and regulations in relation to examination and getting the same approved from the concerned bodies of the University.
- l) **To draw out the lists of Examination Paper Setters, Evaluators, Centre Superintendents, Inspectors, Flying Squads, Observers, of various Examinations, and get the same approved with**

appropriate revisions, if any, by the competent bodies of the University.

- m) To sign Detailed Marks Cards or Detailed Grade Cards, Degree and all other certificates and testimonials, wherever required. The confidential seals, stamps including those carrying signatures be kept in safe custody and ensure that these confidential seals are not misused or tampered or lost. Issuances of duplicate DMC's or Detailed Grade Cards and Degree shall be done on an application by the candidate and on payment of requisite fee;
 - n) To keep liaison with Dean Academics Affairs, Dean Faculty of Institutions / Heads of Departments with regard to student's enrolments, conduct of examinations and on other issues relating to students and teachers;
 - o) To work under the direct superintendence and direction of the Vice-Chancellor.
 - p) To receive the Examination forms and issuances of admit cards for University Examinations.
 - q) To perform any other duty or function assigned to him/her by the Vice-Chancellor and the Chancellor.
- (4) The Vice-Chancellor may authorize any other person to exercise any or all of the powers of Controller of Examinations in his absence.