



**SENGAMALA THAYAAR EDUCATIONAL TRUST
WOMEN'S COLLEGE (AUTONOMOUS)
(SILVER JUBILEE INSTITUTION)**

*(Affiliated to Bharathidasan University, Tiruchirappalli)
(Accredited by NAAC & An ISO 9001:2015 Certified Institution)*

**SUNDARAKKOTTAI, MANNARGUDI,
THIRUVARUR (DT), TAMIL NADU, S.INDIA.**

***The Office of the Controller of
Examinations***

EXAMINATION COMMITTEE

| S.No. | Name | Category | Designation |
|-------|---------------------|---------------------------|-----------------------------------|
| 1 | Dr.V.Dhivaharan | Management Representative | Secretary& Correspondent |
| 2 | Dr.N.Uma Maheshwari | Chairman | Principal |
| 3 | Dr.R.Anuradha | Teacher Representative | Vice-Principal |
| 4 | Dr.A.Yogeswari | Teacher Representative | Controller of Examinations |
| 5 | Dr.R.Anitha | Teacher Representative | Deputy Controller of Examinations |
| 6 | Dr.V.Pattammal | Teacher Representative | Chief Superintendent |
| 7 | Dr.R.Rathi | Teacher Representative | Addl. Superintendent |

1. Introduction

The Office of the Controller of Examinations (CoE) plays a pivotal role in maintaining the academic integrity, credibility and autonomy of an autonomous college. It is responsible for planning, conducting, monitoring and evaluating all examination-related activities in accordance with the regulations of the institution, affiliating university guidelines (where applicable), statutory bodies and approved academic policies.

2. Academic Planning and Examination Management

- Preparation of the academic examination calendar in coordination with the Academic Council and other statutory bodies.
- Planning and scheduling of all examinations, including internal assessments, end-semester examinations, supplementary examinations, arrear examinations and improvement examinations.
- Issuing timely notifications and circulars related to examinations.

3. Curriculum and Evaluation Framework

- Implementation of the approved curriculum, syllabus and credit structure as prescribed by the Board of Studies and Academic Council.
- Ensuring compliance with approved evaluation schemes, grading systems, and examination regulations.
- Periodic review and updating of examination rules in line with autonomy guidelines and best practices.

4. Question Paper Setting and Moderation

- Appointment of qualified internal and external examiners for question paper setting, valuation and moderation.
- Ensuring confidentiality, security and fairness in question paper preparation and handling.
- Organizing moderation and scrutiny of question papers to maintain uniformity and academic standards.

5. Conduct of Examinations

- Smooth and fair conduct of examinations, including invigilation, supervision and monitoring.
- Appointment and training of invigilators, chief superintendents, squad members and other examination personnel.
- Ensuring adherence to examination ethics and prevention of malpractice.
- Filing the bills and vouchers relating to the examinations which includes stationary expenses, remuneration for practical examinations , invigilation , question paper setting and valuation.

6. Evaluation, Valuation, and Result Processing

- Organizing centralized or decentralized valuation of answer scripts as per regulations.
- Ensuring timely completion of valuation, revaluation and photocopy of answer scripts.
- Processing of marks, grades and results with accuracy and transparency.
- Declaration and publication of results within the stipulated time frame.

7. Redressal Mechanism and Grievance Handling

- Addressing student grievances related to examinations, evaluation and results.
- Implementing transparent procedures for re-totaling, revaluation and appeals.

8. Certification and Academic Records

- Issuance of grade sheets, consolidated statements, transcripts and provisional certificates in co-ordination with university.
- Maintenance and safe custody of academic records, including answer scripts, mark registers and digital data.

9. Compliance and Statutory Responsibilities

- Ensuring compliance with UGC, affiliating university, accreditation agencies (NAAC) and other regulatory requirements.
- Preparation and submission of examination-related reports and data for audits, inspections and accreditation.

10. Technology and Examination Reforms

- Adoption and management of examination software, evaluation systems.
- Implementing examination reforms to enhance efficiency, transparency and reliability.
- Ensuring data security, confidentiality and integrity of examination-related information.

11. Coordination and Administration

- Coordination with Principal, Deans, Heads of Departments, faculty members and administrative staff.
- Supervising the functioning of the examination office and supporting staff.
- Conducting meetings of examination committees and implementing their resolutions.

12. Conclusion

The Office of the Controller of Examinations is central to safeguarding the credibility of an autonomous college's academic evaluation system. Through efficient administration, adherence to regulations and continuous reforms, the CoE ensures fair assessment, timely results and the overall academic excellence of the institution.