

ROLES & RESPONSIBILITIES OF EXAMINATION PERSONNEL'S

a) Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the university and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the university and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Vice Chancellor periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the schedule mentioned in the academic calendar by DAV University, Jalandhar.

The responsibilities of the Controller of Examinations shall include: -

- He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- Taking decision on all matters related to examinations not falling within the powers of statutory officers of the university
- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the university, documents, certificates etc. by the officers under whom such documents are kept.
- He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
- He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
- Taking special care to see that secrecy and confidentiality are kept in connection with all examinations conducted by the university.
- Ensure that all examination procedures comply with university regulations and standards fixed by various external regulatory bodies.
- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc. are well in order / prepared to conduct the examinations.
- To hold the meetings and ensure the process of UMC/unfair means/special cases from time to time as per the requirement.
- To give directions and ensure the timely completion of reappear examination as per the requirement.

b) Deputy Controller of Examinations

- Membership in examination committee
- Facilitating COE in all his/her activities (Identifying question paper setters, examiners, actual organization and implementation of examination system)
- Make sure that the forms relating to examinations are ready in time (Seating Plan, hall tickets etc.)
- Assist in the preparation of academic examination schedules (theory and practical).
- Coordinate with departments to collect question papers, invigilation schedules, and internal assessment marks.
- Supervise the creation of the examination calendar
- Liaise with subject experts for paper setting and moderation.
- Monitor the storage and transmission of question papers to examination centers.
- Oversee logistics such as seating arrangements, examination materials, and duty allocations.
- Ensuring the smooth and fair conduct of examination with the help of the examination staff.
- Assisting in revaluation, rechecking, and grade review processes.
- Ensure the confidentiality and integrity of examination data and processes.
- Monitor the use of examination management software.
- Communicating examination-related policies and schedules to faculty and students.
- Supervise the office staff of examination branch posted to assist the office works, involving physical exertion as and when needed.
- Contribute to the development of examination policies and quality assurance measures.

c) Superintendent and Examination Assistants

- Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
- Preparation and printing of answer booklets for various examinations.
- Make sure that the question papers are ready before the examinations are scheduled.
- Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations
- All other tasks required for the conduct of evaluation process.
- It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-
- Providing assistance for the preparation and printing of answer booklets for various examinations
- Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and Award list in consultation with the deputy Controller of Examinations.
- Maintaining registers for inward and outward communications.

- In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
- Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
- Processing of applications for registration to examinations and preparation of nominal rolls.
- Preparing and dispatching of hall tickets.
- Ensuring that the question paper packets are ready before examinations.
- Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
- Assisting the senior officers in the transit of files, communications and stationary.
- Keeping examination related records safe and maintaining their confidentiality.
- They shall discharge duties entrusted to them by superior officers from time to time.
- They shall also ensure that unauthorized persons do not enter the examination section.