



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

CONTROLLER OF EXAMINATION

Functions and Responsibilities of Controller of Examinations

Facilitates the Principal by carrying out the following functions:

1. Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
2. Coordinates with respective HOD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
3. Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
4. Receives the filled in Examination Application forms from the students.
5. Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
6. Arranges to prepare the list of candidates and the courses for which they are appearing for.
7. Arranges for the issue of Hall tickets.
8. Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arranges to forward the same to Director of Evaluation.
9. Conducts the examinations on behalf of the Chief Superintendent and publication of results within one month after the completion of examination.
10. Arranges to inform examiners for the spot valuation of answer scripts in institute.
11. Arranges to receive the Mark Statements and the Consolidated Mark Statements of students from university.
12. Arranges for the conduct of advanced supplementary



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Examinations for outgoing students after the publication of final year results.

13. Arranges to forward the applications of students for the recounting and revaluation of answerscripts as the case may be.
14. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the Director of Evaluation, Parul University to take decisions.
15. Arranges to get the Provisional Certificates and Degree Certificates of the graduated students from the University.
16. Conducts result analysis and provides the same to each HOD, Dean, Academics, Registrar, and Principal
17. All examination concerned records to be kept in safe custody and be made available as and when required
18. Any other task, which may be assigned by the Principal from time-to-time