

## **Roles & Responsibilities of the Controller of Examinations**

The Controller of Examinations (CoE) holds the primary responsibility for overseeing all examination-related activities within the institution. This role encompasses the preparation, scheduling, and conduct of examinations, as well as addressing all associated contingent matters. The CoE must regularly report to the Head of the Institution on the execution of these duties to ensure accountability and transparency. It is also essential that the CoE ensures all examinations are conducted according to the academic calendar set by RRCE.

### **Key Responsibilities:**

- Managing the complete process of examination conduct, including preparation, scheduling, evaluation, and reporting. The CoE is also responsible for arranging payments to question paper setters, examiners, and handling all related contingencies.
- Exercising direct oversight over the examination wing, which includes the examination sections, confidential wing, stores, computer section, and records.
- Making informed decisions on examination matters beyond the scope of statutory officers within the institution.
- Ensuring the secure custody of office files, documents, certificates, and other examination-related materials under designated officers' supervision.
- Convening meetings, issuing notices to the Boards of Examiners and appointed committees of the examination cell, and managing related official communications.
- Keeping detailed minutes of meetings held by the Boards of Examiners and any committees they appoint.
- Maintaining strict confidentiality and security throughout the examination process.
- Managing and supervising the space allocated for examination purposes, including areas designated for centralized evaluation.
- Ensuring examination venues, including rooms, buildings, laboratories, and stores, are properly organized and prepared.
- Ensuring the timely issuance of grade sheets, provisional certificates, degree certificates, duplicates, and other testimonials.

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