

Roles & Responsibilities of the Deputy Controller of Examinations

The Deputy Controller of Examinations is responsible for managing the sections assigned by the Controller of Examinations. His/her duties include:

- Serving as a member of the examination committee.
- Assisting the Controller of Examinations in supervising COE office staff and managing assistants and staff's assigned to support office work, including tasks that may require physical effort when necessary.
- Preparing examination schedules and the examination calendar in consultation with the Controller of Examinations.
- Overseeing communication at various stages of the examination process, including planning, preparation, execution, valuation, tabulation, and the printing and distribution of mark lists.
- Preparing and printing answer booklets for Autonomous examinations.
- Ensuring that question papers are finalized before the scheduled examination dates.
- Assisting the COE in all related activities, such as identifying question paper setters and examiners, and facilitating the organization and implementation of the examination system.
- Ensuring examination forms are prepared and available.

Performing any additional tasks necessary for the smooth conduct of the evaluation process.

- Dr.M.Karthikeyan
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