

Academic Year 2025-26

CONTROLLER OF EXAMINATION

Name : Prof. Rajkamal

Designation : Assistant Professor

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**Key
Responsibility**

- A) Develop and manage the academic calendar for exams, including setting dates, venues, and formats (e.g., written, online, or viva voce) for MBA courses, ensuring alignment with curriculum timelines.
- B) Oversee the creation, review, and secure distribution of exam papers by faculty or external experts.
- C) Supervise the administration of exams, including invigilation, monitoring for irregularities
- D) Compile and publish results, issue transcripts, certificates, and degrees. Maintain records for audits and handle appeals or discrepancies in grades.
- E) Maintain databases of exam records, generate reports on performance metrics (e.g., pass rates), and use analytics to improve exam processes.

DTE Code - 4125



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