

KNEC/COE/2024-2025/14

Date: 23.01.2025

OFFICE ORDER

In the interest of efficient administration and the seamless conduct of examinations, the following faculty members are hereby designated for their respective roles, effective immediately.

S. NO	CATEGORY AS MENTIONED BY UGC FOR AUTONOMOUS	PROPOSED MEMBERS
1	Chief Controller	Dr. U. V. Arivazhagu, Principal
2	Controller of Examinations	Dr. S. Mahendiran, (HOD- MECH)
3	Deputy Controller of Examinations	Dr. D. Sivakumar, (ASP – S&H)
4	Assistant Controller of Examinations	Dr. M. Vasumathy, (ASP – IT)

The Controller of Examinations (COE) plays a crucial role in ensuring the smooth and fair conduct of examinations in an institution. The COE is responsible for planning, coordinating, and executing all examination-related activities while maintaining confidentiality and integrity.

Roles and Responsibilities:

The **Controller of Examination (CoE)** shall be responsible for:

- Plan and schedule internal, end-semester, and supplementary examinations.
- Coordinate with departments to finalize the examination timetable.
- Ensure the secure preparation, moderation, and approval of question papers.
- Maintain confidentiality and integrity in handling examination materials.
- Supervise the smooth conduct of examinations and appoint invigilators.
- Implement strict measures to prevent malpractice and unfair means.
- Oversee the evaluation of answer scripts and ensure timely processing of results.
- Manage moderation, re-evaluation, and retotalling procedures.
- Ensure the preparation and issuance of mark sheets, transcripts, and certificates.
- Authenticate academic records and maintain secure student data.
- Ensure compliance with UGC and institutional examination regulations.
- Liaise with accreditation bodies and statutory agencies regarding examination policies.
- Address student grievances related to examinations and results.
- Implement digital solutions for online examinations and automated evaluation.
- Ensure fairness, transparency, and confidentiality in all examination-related activities.



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The Deputy Controller of Examination (Dy. CoE) shall:

- Assist the Controller of Examinations in planning and conducting all examinations.
- Supervise the secure preparation and distribution of question papers.
- Ensure confidentiality and integrity in handling examination materials.
- Oversee the smooth conduct of examinations and monitor invigilation procedures.
- Assist in examination reforms and digitalization efforts.

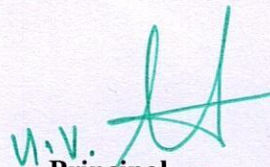
Implementation and Compliance:

All faculty members, administrative staff, and students are required to extend their complete cooperation to the Controller of Examination and the Deputy Controller of Examination. Their support is essential in maintaining the integrity, proficiency and equality of the examination process.



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