

Pt. Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur

STATUTE No 18

Controller of Examination

(Refer Section no 13)

(1) There shall be a Controller of Examinations to discharge the overall responsibility relating to the conduct and supervision of all matters relative of examinations held by the University, and publications of the results thereof. The Controller of Examinations shall be a whole-time officer under the control of the Kulpati and through him to the Executive Council.

(2) **Appointment:**

The Controller of Examinations shall be appointed by direct recruitment on the recommendation of the Selection Committee for Selection of officers/Registrar.

The qualifications necessary for appointment to the post of Controller of Examinations shall be as follows-

(a) **Essential Qualifications:**

- (i) Master Degree with at least 55% Marks of any recognized University.
- (ii) At least 5 years of experience as a lecturer/ Ass. Professor with experience in recognized College or University administration OR 3 year of administrative experience as Assistant Registrar/ Deputy Registrar of conducting University examinations.

(b) **Desirable qualifications:**

- (i) Experience of Examination and
- (ii) Familiarity with the system of Distance Education.

(c) **Age :** Not less than 40 years but not more than 50 years, relax able in the case of SC/ST/OBC candidates.

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(3) **Powers and Functions:**

The Controller of Examinations shall have the following powers and functions and shall, in the exercise of his powers and functions as indicated below, take whenever necessary the advice of a committee of (i) Director of Study Centres, (ii) Registrar, Regional Directors/ Coordinators and (iii) himself as convener under the direction of Kulpati.

- (i) Preparation of descriptive rolls of all registered students who intend to appear at examination through formal application.
- (ii) Notification of all examinations to be held from to time.
- (iii) Ensuring smooth holding of examination and making necessary administrative arrangements to that end.
- (iv) Preparation of a panel of Examiners, paper setters, Evaluators of assignments, Head Examiners, Tabulators and moderators in different subjects of studies as well as Examination Observers, getting the panel approved by the Board of Studies concerned and making arrangements for printing of all confidential papers ensuring secrecy regarding the setting and printing of question papers and examination records till publication of examination results.
- (v) Issue of appointment letters relating to confidential work of all kinds and engagement of Officers-in-charge of all examination centres subject to the approval of the Kulpati.
- (vi) Dispatch, Collection and safe-keeping of all examination related documents including periodic assignments.
- (vii) Issue of progress report of students after every term-end examination.
- (viii) Preparation and issue of mark sheets on the basis of final tabulation of marks.
- (ix) Authentication of final tabulation sheet in all subjects of examinations with the approval of the Executive Council.

- (x) Preparation of Certificates, Diploma, Degree, Award etc. on the basis of published result of each examination and getting the same signed by the Kulpati.
- (xi) The Controller of Examination shall have the power to initiate appropriate disciplinary action in case of any malpractice or contravention of the rules of examination such as may have been reported to him.
- (xii) In the interest of smooth conduct of examination the Controller of Examination shall have power to send visiting team to any centre of examination.
- He shall have the authority to requisition, with the concurrence of the Kulpati services of the teaching and non-teaching staff of the University working in any other Department.
- (xiii) The Controller of Examination shall formulate Rules and Regulations for the conduct of Examinations and place the same to the Kulpati for obtaining approval of the Executive Council.

(कुलाधिपति, पं. सुन्दरलाल शर्मा मुक्त विश्वविद्यालय बिलासपुर के आदेशानुसार राज्यपाल के अवर सचिव, छत्तीसगढ़ के पत्र क्रं. एफ 14-41/09/रास/यू.6 दिनांक 04.03.2010 द्वारा अनुमोदित)