

JOB DESCRIPTION

1. COE will be in charge of conducting examination, tests and result declaration. He shall work under the instruction of Vice – chancellor.
2. The COE will be the supervisor of Examination Committee constituted by the Academic Council; she/he will be responsible to keep the Academic council updated.
3. She / he is responsible for appointing examiners and moderators as prescribed in the rules & regulations.
4. Shall arrange for printing of question papers and answer books and their safe custody; and process the evaluation and results.
5. She / he shall be responsible for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results.
6. COE shall be responsible for any changes (dates/mode) in the examination in part or in whole, in the event where such need arises;
7. Should submit report regarding examination(s) to the Vice-Chancellor;