



## Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.

95<sup>th</sup> Rank in NIRF - 2023 - Among Colleges in India.



### FUNCTIONS OF CoE SECTION

The Controller of Examinations (CoE) section is an indispensable department within an autonomous college in India, entrusted with the pivotal responsibility of overseeing and managing all facets of student examinations. Here's a detailed breakdown of the CoE section's functions:

Examination Management:

#### Scheduling and Timetables:

The CoE section meticulously prepares the academic calendar and examination schedule, encompassing both internal assessments and semester exams. This entails close collaboration with various departments to ensure seamless coordination, avoiding scheduling conflicts, and effectively allocating exam halls.

#### Appointment of Examiners:

Working in tandem with the Principal and Heads of Departments (HoDs), the CoE section appoints proficient faculty members to craft question papers and meticulously evaluate answer scripts, maintaining the highest standards of academic rigor and integrity.

#### Conducting Examinations:

Efficient logistics management, vigilant invigilation, and strict adherence to exam protocols are paramount responsibilities of the CoE section, ensuring the smooth and fair conduct of examinations.

Evaluation Process:


#### Answer Paper Evaluation:


The CoE section orchestrates the systematic evaluation of answer papers by designated examiners, ensuring both the expeditious completion of assessments and the strict preservation of confidentiality.

#### Result Processing:

Following evaluation, the CoE section diligently consolidates marks, computes grades, and meticulously prepares final results, potentially incorporating moderation techniques to uphold uniformity in grading standards across diverse examiners.

Other Responsibilities:

  
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### Issuing Official Documents:

From mark sheets to transcripts and certificates of completion, the CoE section is entrusted with the issuance of crucial official documents to students, facilitating their academic progression and professional pursuits.

### Grievance Redressal:

The CoE section serves as a vital avenue for addressing student grievances pertaining to examinations, promptly attending to concerns such as revaluation requests or discrepancies in marking to uphold fairness and transparency.


### Maintaining Exam Records:

Ensuring the comprehensive preservation of all examination records, including question papers, answer scripts, and results, is a fundamental responsibility of the CoE section. This meticulous archival process not only upholds data integrity but also serves as a valuable resource for future reference and analysis.


### Grade sheet verification:

The CoE section has implemented a comprehensive system allowing for the online verification of each student's mark sheets, ensuring efficiency and accuracy.

In essence, the CoE section stands as the cornerstone of the autonomous college's examination ecosystem, steadfastly committed to upholding academic standards, fairness, and the integrity of the institution's assessment processes.

  
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### Time Line of CoE

Appending subjects to the academic module	Odd semester – May Even semester – November
Generation of Roll No for I year programmes	Odd semester – August
Preparation of Nominal Roll for all programmes	Odd semester – August/September Even semester – January
Continuous Assessment Tests I and II commence respectively on the 35th and 70th working day of every semester	Odd semester – August/September Even semester – January/March
Registration for Arrears Examination	Odd semester – August/September Even semester – January
Examination Fee Collection	Odd semester – September/October Even semester – January/February
Timetable for End Semester Examinations	Odd semester – October Even semester – March
Hall Ticket and Internal Mark Processing	3 days before the commencement of examinations
Commencement of End Semester Examinations	Odd semester – November Even semester – April
Publication of Results	In the college website – within 15 days from the last date of examinations
Receipt of applications for revaluation / re-totaling / obtaining photocopy of answer scripts	10 days from the date of declaration of results
Special Supplementary Examinations for final year students	June
Issue of Mark sheets	Odd semester – December Even semester – June

  
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