



A.D.M. COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Bharathidasan University

(Nationally Accredited with "A" Grade by NAAC – 3rd Cycle)

NAGAPATTINAM 611 001.

PRINCIPAL

- All correspondences with the Management, Government, UGC, AICTE & other agencies and Bharathidasan University
- Appointment of Staff
- Approval of leave to the staff
- Admission of students
- Policy matters
- Proposal to UGC & other Government agencies
- To get financial sanction with prior approval of the Chairman
- Final discipline proceedings against students & staff and to get the proper sanction of the competent authority and to issue final orders
- To deal with the legal matters in consultation with the Chairman
- Purchase of various items from the funds provided by the Management, Government, UGC & other agencies and to pass the claims
- Sending utilization certificate to the funding agencies
- Declaration of holidays & leave to the college
- To make arrangement for convening & conducting management Committee Meeting, College Council, Awards Committee and other meetings; such as Board of Studies, Academic Council and Governing Body wherever necessary the approval of the Chairman may be obtained

- To claim the salary of the staff from the Government and other agencies and to disburse the amount to the staff concerned in time
- To have control over the office administration, accounts & staff
- To finalize the audit report and rectify defects pointed out by the audit
- To claim various scholarships, stipends to the students from the Government & other agencies and to disburse the same to the students concerned in time
- To maintain overall discipline in the College
- Maintenance of Buildings and other properties of the College
- Custodian of all records of the college
- Maintenance of service registers of the staff
- Maintaining special fees and UG funds and accounts
- To make arrangements for conducting College day, Sports day, Cultural events, Seminars, Convocation and other functions in the college by demarking responsibilities to the dean of academic and other senior faculty members
- Such other duties as may be assigned by the Chairman and Management of the college

CONTROLLER OF EXAMINATIONS

Mode of Appointment

- ◆ The term of Controller of Examinations shall be a period of three years.
- ◆ The COE shall be eligible for reappointment for another term of three years.
- ◆ The holder of the post of the COE shall be an academician.
- ◆ The COE may inform the management her intention to resign after giving three months notice in writing.

- ◆ It shall be in the power of the management to dispense with the services of the COE at any time discharge her from services of COE without notice in the event of misconduct on her part or of a breach of her of any of the conditions on which she was engaged.

Duties

- ◆ COE shall be responsible for the safe custody of all the papers, documents, certificates and other confidential files connected with the conduct of all semester examinations.
- ◆ COE shall countersign the traveling allowance and remuneration bills of examiners and paper setters and other bills relating to examination.
- ◆ COE will be the head in the office of the COE.

Responsibilities Framed

1. Has to obtain and approve the registration cards of the students, countersigned by the Principal for semester examinations.
2. Has to collect the syllabus as approved by the Academic council and prepare the scheme of examination.
3. Every three year new syllabus may be introduced with the approval of Academic Council.
4. The question may be obtained from university / colleges / institutes, produced based on the courses registered by the students.
5. Has to announce dates of commencement of semester Examinations, prescribed fees and dates of payment of fees without penalty and with penalty.

6. Has to publish the time-table to the students 15 days perior to the examinations.
7. Has to issue Hall Tickets through college office one week before the commencement of examinations.
8. Has to receive the consolidated CIA marks from the Head of different departments with a list of students lacking minimum attendance prescribed.
9. COE is responsible for the conduct of practical examinations and Viva-voce in the case of projects for PG & M.Phil students.
10. Has to prepare galley of the students and other related duties.
11. Has to handover the question paper to the chief superintendent nominated by the Principal. After the examinations are over the answer scripts are to be handed over to the COE by the Chief Superintendent with the absentee statement.
12. Has to take necessary action incase of discrepancies in the question paper when reported by the faculty members / students.
13. Has to receive the answer scripts at the end of each examination along with absentee statement.
14. Has to allot dummy numbers (if bar-coded answer script not issued) to the answer scripts, pack them in sealed covers for the purpose of central valuation / door valuation. The valuation process will be decided by the COE based on the number of papers as well as availability of the External Examiners.
15. Has to Prepare the External Examiners panel for both theory and practical examinations for semester.

16. Has to hand over the coded Answer paper script directly to the External Examiners by COE / Dy COE / post as in the case of Door valuations or directly to the External Examiners through the examination committee in the case Central Valuation.
17. Has to decode or scan answer papers after the receipt of the answer papers script from the Examination Committee.
18. COE is the Chairman of the moderation committee, Principal, Dean, Director and one senior staff are the committee members.
19. Has to announce the results after the approval of the Award committee

R. Anu

