

1. The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and internal test's / Assessment of the College and declaration of their results. He / She shall discharge his / her functions under the Principal, direction and guidance of the VTU Board of Examinations.
2. His / Her appointment shall be for a term of \_\_\_\_\_ years, and he shall be eligible for reappointment.
3. The Controller shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the Institute. He / she shall be responsible for prompt and proper implementation of their decisions.
4. The responsibilities includes –
  - to prepare and announce in advance the calendar of examinations;
  - to arrange for printing of question papers;
  - to arrange to get performance of the candidates at the examinations properly assessed, and process the results ;
  - to arrange for the timely publication of results of examinations and other tests ;
  - to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
  - to take disciplinary action where necessary against the candidates, papersetters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
  - to review from time to time, the results of university examinations and forward reports thereon to the Academic Council.
5. The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.