



AVS ENGINEERING COLLEGE



Military Road, Ammapet, Salem - 636 003.

(Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai |
Recognized Under 2(f) of UGC Act 1956 | Accredited by NAAC with 'A' Grade)

Office of the Principal

Ref No.: AVSEC/COE/2024-2025/27

Date: 23.12.2024

OFFICE ORDER

In the interest of effective administration and smooth conduct of examinations, the following faculty members are hereby appointed to the respective positions with immediate effect:

DESIGNATION	NAME
Controller of Examination (CoE)	Dr.R.Viswanathan CoE /Vice-Principal viswanathanr@avsecmail.in
Deputy Controller of Examination (Dy. CoE) – Valuation	Dr.D.Uma Assistant Professor / Chemistry umadin@gmail.com
Deputy Controller of Examination (Dy. CoE) – QP & Results	Prof.S.Kumaran Associate Professor / Mechanical kumaran.sara11@gmail.com

Roles and Responsibilities:

The Controller of Examination (CoE) shall be responsible for:

- Planning, organizing, and executing all internal and external examinations.
- Ensuring compliance with university and institutional policies related to assessments.
- Maintaining the confidentiality and security of examination materials and results.



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- Coordinating with academic departments to finalize examination schedules and result Processing
- Overseeing student grievances related to examinations and ensuring prompt resolutions

The Deputy Controller of Examination (Dy. CoE) shall:

- Assist the CoE in all examination-related activities.
- Act as the primary officer in charge in the absence of the CoE.
- Coordinate with faculty and administrative staff for smooth examination execution.
- Ensure the seamless implementation of digital and manual evaluation systems.

Implementation and Compliance

All concerned faculty members, administrative staff, and students are directed to cooperate with the Controller of Examination and the Deputy Controller of Examination. Their support is essential in maintaining the integrity, efficiency, and fairness of the examination process.

Copy to: 1. HoD's – I Year/CIVIL/CSE/ECE/EEE/MECH/ AI&DS /BME/IT/MBA/MCA

2. AO/Manager-Accounts/T&P/Exam cell

3. Principal file

4. The Executive director/Executive secretary for kind information...

5. IQAC