
CHAPTER XI
THE CONTROLLER OF EXAMINATIONS

1. *Act S. 16 Controller of Examinations Appointment.* — The Controller of Examinations shall be a whole-time Officer of the University appointed by the Syndicate for such period and on such terms and conditions as may be prescribed.

2. *Statute 1. — Mode of appointment.* — The Controller of Examinations shall be appointed by the Syndicate on recommendation of a Selection Committee consisting of Vice-Chancellor as Chairman and two other Syndicate members as Members, for a period of 3 years. He shall be eligible for appointment for another term of 3 years only by the Syndicate on the specific recommendation of the Vice-Chancellor.

The holder of the post shall be an academician not lower in rank than that of a Professor in College affiliated to a University or that of a Reader in a University.

Amendment: Chapter XI The Controller of Examinations

Section 2 Statute 1 - Mode of appointment Para 2 is modified as follows: The holder of the post shall be an academician not lower in rank than that of a Selection Grade Lecturer in a College affiliated to a University or that of a Reader in a University.

—vide assent of the Chancellor communicated by the Secretary to the Governor in his Ir.No. 6173/U2/90, dt.21.05.1990.

3. *Statute 2. — Duties of the Controller.* — The Controller of Examinations shall have the following duties and responsibilities:

(i) He shall be entirely responsible for the conduct of all examinations of the University, and for the maintenance of secrecy.

(ii) He shall put up to the Syndicate the recommendations of the Boards of Studies regarding list of persons suitable for appointment of question paper setters in July preceding the year for which papers are to be set.

(iii) He shall also put up to the Syndicate the list of persons recommended by the Boards of Studies as suitable for appointment as Examiners in November each year for the succeeding year.

(iv) He shall arrange for the tabulation of the results and their publication after approval by the Vice-Chancellor/Syndicate.

(v) He shall also get from each Board Chairman, a statement of work done by the Examiners, i.e., the number of papers set or valued, together with an absentee statement. Such statement shall be signed or counter-signed by the Chairman, and after departmental check, the statements shall be immediately passed on to the Finance Office for his scrutiny and payment. Such payment shall be made immediately after the publication of results, if not earlier.

(vi) The Controller shall also keep a list of papers to be set in the various subjects and courses, and maintain the lists up to date.

(vii) The Controller shall also draw up the time-table for the various examinations, in such a way that no two examinations in the same course or subject clash with another, taking note at the same time of expediting the examinations within the minimum period.

(viii) He shall also maintain a list of halls and centres suitable for the conduct of the examinations and their capacity.

(ix) and generally to do all other things as are necessary for the smooth conduct of the examinations and for securing the secrecy of the question papers, marks, results, etc.

4. The Controller shall also be the custodian of the records and tabulated results of all examinations and for the issue of marks statements or grade statements, certificates, diplomas and degrees.

5. He shall bring to the notice of the Vice-Chancellor any discrepancy or error that may be noticed in regard to any matter connected with the examination and for the necessary rectification.

6. The malpractices at examinations shall be dealt with by the Controller and all such cases with the reports shall be placed before the Vice-Chancellor.

7. He shall maintain a register of Matriculates of the University and shall issue extracts therefrom on payment of the prescribed fee. He shall also be responsible for the collection of the prescribed fee for the various examinations and subjects and shall pass on to the Finance Officer the counterfoils of all payments made towards examination fee etc., by the candidates, immediately after the nominal list for each examination is prepared.

8. He shall also be responsible for the registration of candidates for the research degrees and for the evaluation of the theses by Boards of Examiners appointed by the Syndicate for the purpose.

9. He shall call for tenders/quotations for printing registers, forms, mark sheets, minutes, etc., for Examination Section and countersign the comparative statements in consultation with Finance Officer and make recommendations to the Vice-Chancellor for accepting the tenders/quotations or otherwise.

10. He shall sanction expenditure for purchase of necessary items and printing forms, marks sheets, minutes, etc. on the basis of accepted quotations subject to the budget provision.

11. To meet the day-to-day requirements of the Examination Section, he shall sanction petty claims of contingent expenditure up to Rs. 500, only at a time.

12. He shall carry out such orders and instructions, as may be issued from time to time, by the Vice-Chancellor.

13. The Controller of Examinations shall not be eligible for nomination or election as a member of the University Authorities.

14. The Controller may, by writing under his hand, inform the Vice-Chancellor his intention to resign or revert back to his parent department after giving three months' notice and it shall be competent for the Syndicate on the recommendation of the Vice-Chancellor to accept his resignation or reversion.

It shall be in the power of the Syndicate to dispense with the services of the Controller at any time by giving a notice of three months to him and his parent organisation from which he was deputed.

CHAPTER XII

AUTHORITIES OF THE UNIVERSITY

1. *Act S. 17 — Authorities of University.* — The authorities of the University shall be

- The Senate
- The Syndicate
- The Standing Committee on Academic Affairs
- The Faculties
- The Finance Committee
- The Boards of Studies

and such other authorities as may be declared by the Statutes to be authorities of the University.

2. *Act S. 6 — Disqualification for Membership.* — (1) No person shall be qualified for nomination or election as a member of any of the authorities of the University, if, on the date of such nomination or election, he/she is

- (a) of unsound mind, a deaf-mute or suffering from leprosy, or
- (b) an applicant to be adjudicated as an insolvent or an undischarged insolvent or
- (c) sentenced by a criminal court to imprisonment for any offence involving moral turpitude

(2) In case of dispute or doubt the Syndicate shall determine whether a person is disqualified under sub-section (1) and its decision shall be final.

3.* *Act S. 7. — Disqualification for Election or nomination to Senate, Syndicate and Standing Committee on Academic Affairs.* (1) Notwithstanding anything contained in section 20, 23 or 24, no person who has held office as a member for a total period of six years in any one or more of the following authorities of the University of any other University in the State of Tamil Nadu established by or under, any law in force, namely:

- (i) the Senate;
- (ii) the Syndicate and
- (iii) the Standing Committee on Academic Affairs, shall be eligible for election or nomination to any of the said three authorities.