



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI

OFFICE OF THE REGISTRAR

No.GGSIPU/Registrar/Misc./2013/ 62-D
Dated: 10-04-13

ORDER

In pursuance to the decision of the Board of Management, the Examination Division will be having two posts. The nomenclature of the post of Controller of Examination would be as under:

- (i) Controller of Examination (Operations)
- (ii) Controller of Examination (Planning)

The work allocation and the duties and responsibilities of the both the two posts, i.e., Controller of Examination (Operations) and Controller of Examination (Planning) would be as under:

(1) Controller of Examination (Operations):

- (i) Conduct of semester / end term and supplementary examinations, including paper setting;
- (ii) Preparation and declaration of results as per ordinances of the University, including issue of end term marks sheets;
- (iii) Conduction and declaration of results for the Common Entrance Test of the University;
- (iv) Preparation and issue of consolidated mark sheets, provisional degrees, final degrees, gold medals and certificates, including preparation of Ph. D. degrees;
- (v) Preparation of the Scroll for the Convocation and providing support to the Convocation Organization;
- (vi) Handing of examination related court cases and RTI applications, less Ph.D. cases;
- (vii) Organization of inspection of the answer sheets as per regulation of the University;
- (viii) Weeding out of exam related material;
- (ix) Internal administration of the Examination Division;
- (x) Handing of financial matters related to the items (i) to (ix) above;
- (xi) Any other task assigned by the Competent Authority from time to time.

(2) Controller of Examination (Planning):

- (i) Policy and planning of the Examination of different courses, related to the finalization of the scheme of examination for different courses in coordination with the Director (Academic Affairs) and Examination Division;
- (ii) Reforms in the examination system and various examination ordinances;
- (iii) Progressing of Ph. D. cases as it pertains to the current charter of the Examination Division;
- (iv) Planning for the new Examination Block proposed for Phase-II construction;
- (v) Any other tasks assigned by the Competent Authority from to time.

Both the posts of COE (Operation) and COE (Planning) will be in the pay band-4 of Rs.37400-67000 with grade pay of Rs.10000/- and will be entitled to same perks and privileges as admissible to other officers.

This issues with the approval of the Competent Authority.



(Dr. Bhaskar P. Joshi)
Registrar

Copy to:

1. All Deans, University Schools of Studies
2. Controller of Finance
3. Controller of Examination
4. All Directors
5. Principal, IGIT
6. Librarian
7. Superintendent Engineer
8. OSD to the Vice Chancellor – for kind information of the Hon'ble Vice Chancellor
9. All Branch Incharge
10. Incharge – Server Room – for uploading the same on University website.
11. Section Officer, Registrar's Office – for information.
12. Guard File