

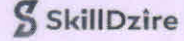


# ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Arifa Knowledge Village

Esanoor, Keelatyur Post, Thirukkuvilai Taluk, Nagapattinam District-611103



AIT/Office / Order / 2024 -2025/02

DATE: 01.07.2024

## OFFICE ORDER

In the interest of effective administration and smooth conduct of examinations, the faculty member is hereby appointed to the respective positions with immediate effect.

DESIGNATION	NAME
Controller of Examination (COE)	Mr. G. Vivek M.E., (Ph.D.) Assistant Professor / MECH

Email ID : vivek@mech.aitech.org.in

Mobile number : 9025828615

### 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.
- Coordinating with academic departments to finalize examination schedules and result processing.

### 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.

  
Principal

- Copy to:
1. The Chairman
  2. All HoDs / Noticeboards
  3. IQAC