



DHANALAKSHMI SRINIVASAN UNIVERSITY

Samayapuram – Tiruchirappalli – 621 112, Tamil Nadu, India.

Duties & Responsibilities for chairman of board of examinations

1. Chairman of Board of Examinations is responsible for ensuring the proper conduct of paper valuation and OMR entry of mark statements.
2. Valuation time: 09.00 am to 5.00 pm with a lunch break of 1 hour between 1.00pm to 2.00pm.
3. It is the responsibility of the chairman to ensure the presence of examiners during the evaluation period.
4. Separate attendance sheets need to be submitted to camp officer daily on daily basis with his/her counter sign.
5. Chairman, board of examination should receive the answer key submitted by the question paper setter from the COE office for each course. The same shall be shared with the respective examiners.
6. Bundles will be given for evaluation after ensuring the distribution of keys to the examiners.
7. Each bundle will contain 25 answer scripts and each examiner is permitted to evaluate 2 bundles per day.
8. It is the responsibility of the board chairman to evaluate 10% of answer scripts that is being evaluated by the examiners under him/her from each bundle. Any deviation in marks needs to be informed to the examiner to update or modify.
9. Chairman and examiners concerned are fully responsible for any legal issues arising in the paper valuation process.
10. Examiners will be given one bundle at a time. After completion of first bundle, the examiner should enter the marks in the prescribed space in each and every answer scripts.
11. The marks entered by the examiner shall be cross verified by tabulator appointed by the COE office.
12. Second bundle will be given only after the submission of evaluated answer scripts and separated flaps from the answer sheet containing evaluated marks.



13. The Chairman, board of examination should submit the separated flaps in the sealed cover to camp officer after completion of the evaluation.
14. It is the responsibility of the Chairman to maintain silence and avoid using mobile phones should be kept in silent mode during the time of evaluation.
15. The Chairman board of examination is fully responsible for the proper conduct of entire valuation process and he is legally bound for any unnecessary incident related to evaluation.
16. There will be one board chairman upto 1500 answer scripts. If its exceeding COE shall appoint a senior faculty from the respective school as another board chairman.



N. Ramesh
17/7/23
Controller of Examinations
CONTROLLER OF EXAMINATIONS
DHANALAKSHMI SRINIVASAN
UNIVERSITY
Samayapuram, Trichy-621 112.