

# Post: Controller of Examination

## Suman Singh

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## Career Objective:

To work as a “**Controller of Examination**” with “ Reputed University”, and provide educational leadership in administration and management of University Examination as well as handle daily administrative work of examination, manage account of examination administration, and provides healthy and safely environment for examination in University.

Ready and qualified for the next stage in a successful career and looking forward to making a significant contribution as an examination administrator both in administration and management of University Examination.

## Work Experience

### **Deputy Controller of Examination**

(Medical courses and Non-Medical Courses)

Swami Rama Himalayan University, Dehradun

*3 May 2021 to till date*

### **Deputy Controller of Examination**

(Medical courses and Non-Medical Courses)

Shri Guru Ram Rai University-Uttarakhand

*20/June/2018 to 2 May 2021*

### **CoE-Instructor**

(Technical and Non-Technical courses, Engineering and Non-Engineering Courses)

Govt. Vocational Education and Industrial training Dept. Haryana

*04/Nov/2010 to 23/April/2018*

### **Head of Examination Branch**

ICHT Institute of Distance Education of State University

(An authorized study Centre of Maharishi Dayanand University, Rohtak)

*01/Jan/2007 to 01/Nov/2010*

## **Achievement**

- ✓ Got 13<sup>th</sup> position in University Examination
- ✓ Best employee of the University award (UGC affiliation)
- ✓ Member secretary of Board of university examination
- ✓ Member secretary of UFM Cases
- ✓ Member of Board of academic
- ✓ Member of Finance Board
- ✓ Member of Board of Disciplinary Committee
- ✓ Member of Board of Digital software of University
- ✓ Member of NAD Cell
- ✓ Member of Stray Cases
- ✓ Member of Ph.D. Admission Committee
- ✓ Member secretary of University Examination Entrance Examination

## **Education**

- ✓ Bachelor of Art Hindu Girls College, affiliated to M. D. University, Rohtak, 2004 with 63% Professional Qualification
- ✓ M.Sc. M. D. University, Rohtak in 2007 with 75%
- ✓ MCA M. D. University, Rohtak in 2008 with 88%
- ✓ MBA Pursuing from Swami Vivekanand Subharti University, Meerut,
- ✓ Diploma in Computer Hardware and Networking  
F-Tec, New Delhi in 2005 with 78%

## **IT Skills**

- ✓ Ms-office, Word, Excel, Power-point, Access
- ✓ Tally 9.0, Internet, Photoshop, Pagemaker etc
- ✓ V.B 6.0 with Ms-Access Database and SQL,Fox-Pro
- ✓ Website Creation and updating using HTML, DHTML, XML, Java Script, PHP
- ✓ C,C++, Java, VC++
- ✓ Database with relational database
- ✓ Conduct On-line examination during COVID-19

**Administrative Skills:**

- ✓ Organizing and administering student records.
- ✓ Overseeing the student admissions and graduation process.
- ✓ Ensuring records are updated with new grades, finances, orders, circular, notices etc.
- ✓ Performing clerical tasks, such as printing academic transcripts for students.
- ✓ Keeping student information confidential and secure.
- ✓ Participating in student service committees and initiatives.
- ✓ Knowledge of planning and scheduling techniques.
- ✓ Skill in budget preparation
- ✓ Knowledge of the rules, regulations, and laws regarding Institute/ University records.
- ✓ Database management skills.
- ✓ Ability to evaluate and edit the content, structure, and format of a range of written material.
- ✓ Ability to develop, plan, and implement short- and long-range goals.
- ✓ Knowledge of organizational structure, workflow, and operating procedures.
- ✓ Ability to maintain confidentiality of records and information.
- ✓ Ability to plan, assess, and evaluate programs.
- ✓ Ability to provide technical advice and information to faculty in area of expertise.
- ✓ Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- ✓ Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- ✓ Knowledge of student registration, academic requirements.
- ✓ Ability to investigate and analyze information and draw conclusions.
- ✓ Skill in the configuration and use of computerized database programs.
- ✓ Ability to foster a cooperative work environment.
- ✓ Knowledge of telephone answering and referral services.
- ✓ Knowledge of financial analysis techniques.
- ✓ Skill in accessing internet information services.
- ✓ Knowledge of records retention and/or destruction policies and procedures.
- ✓ Knowledge of faculty and/or staff hiring procedures.

## **Summary of Skills:**

- ✓ 4 years above of experience as the Deputy Controller of Examination in University
- ✓ 7 and 6 months experience as the CoE-Instructor of Govt. Educational Department
- ✓ 3 and 10 months experience as a Head of Examination of Distance Education authorized institute of Govt. University
- ✓ Excellent communication, interpersonal and leadership skills
- ✓ Knowledge of Exam documentation preparation and implementation
- ✓ Good knowledge of office administration
- ✓ Good command on account, administrative and management activities of Examination
- ✓ Time Management-Managing one's own time and time of others
- ✓ System Analysis- Determining how a system should work and how changes in conditions, operations and the environment will effect outcomes
- ✓ Flexible with strong team-working skills, able to work individually or as part of a group
- ✓ Committed to bring reform in education field

## **Key responsibilities in Present Organization**

- ✓ To prepare and announce in advance the calendar of examination
- ✓ To prepare the financial estimates of exam and submit the same to finance branch
- ✓ Define branch of Engg., Non-Engg., Technical, Non-Technical, Medical and other courses branches, Re-evaluation branch, secrecy branch, conduct branch, EDP cell with staff and e-mail id and contact number
- ✓ Exam notification, prepare course list with code
- ✓ Issue circular related to exam time to time
- ✓ Issue building notices to fix venue for exam and seating arrangement of students
- ✓ To public notice to postponed or cancel of examination
- ✓ To appoint the paper-setter, question paper moderation, Centre superintendent, Flying Squad, Evaluation Coordinators, Examiners, Tabulators, Result Moderation team
- ✓ To arrange for printing of question papers, arrangement of staff to conduct exam
- ✓ Define panel of examination
- ✓ Date-Sheet of examination- entrances, semester, annually, quarterly etc
- ✓ To distribution stationery to the concerned Centre's, distribution question paper to the examination Centre
- ✓ To make arrangement of special officers for checking of examinations Centre's
- ✓ Uploading data of exam in website i.e admit card, result, verification, photocopy DMC, revaluation performs, On-line re-appear forms, and private on-line form
- ✓ To take disciplinary action where necessary against the candidate, paper-setter, examiners and other person connected with examination

- ✓ Operate CCTV camera in Examination branch
- ✓ To arrange for timely publication of result of examination
- ✓ To prepare and announce result of all branches
- ✓ To prepare result gazette for website and on-line result with merit list
- ✓ To make arrangement for verification and revaluation of answer book
- ✓ To make arrangement for distribution of degree, diploma, and certificate
- ✓ To issue mark sheet, provisional degree, degree, diploma, migration certificate and ranking certificates
- ✓ To review time to time the result of dept. Examinations and forward report to the academic council
- ✓ Scale of remuneration in examination duties
- ✓ To prepare fee structure of exam as per guidelines of honorable Vice-Chancellor
- ✓ UFM cases hearings and decision
- ✓ Conduct the board of examination meeting: Agenda and Minutes of Meeting
- ✓ Preparation of data for UGC/NAAC/NAD/MCI/INC/paramedical council/ governing bodies etc
- ✓ ERP system updating as per requirement

**(Suman Singh)**