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The Examination Section is responsible for the effective planning, coordination, and execution of all examination-related activities of the institution. The COE section ensures systematic execution of all processes related to examinations, evaluation, publication of results, issue of grade sheets, and maintenance of academic records. The office continuously strives to uphold high standards of fairness, accuracy, and efficiency in assessment and evaluation practices.

The section ensures strict adherence to academic regulations, timely conduct of examinations, and smooth functioning of all examination procedures. It also coordinates with faculty members, students, and academic authorities for seamless examination administration.

Responsibilities include monitoring examination documentation, maintaining records, preparing reports, and ensuring transparency in evaluation procedures. Through efficient administrative and organizational practices, the Examination Section contributes significantly towards maintaining discipline, efficiency, and quality in academic and examination operations.