

SWATHI COLLEGE OF PHARMACY



(Approved by P.C.I., New Delhi, Govt. of A.P., Affiliated to J.N.T.U.A, Anantapur)
Accredited with Grade "A" by NAAC & An ISO 9001:2015 Certified Institution
KANUPURU BIT – I, VENKATACHALAM (P&M), SPSR NELLORE DISTRICT, ANDHRA PRADESH, INDIA – 524 320
EMAIL: principal.9n@jntua.ac.in; swathicollegeofpharmacy9n@gmail.com
Contact: +91-8008 100003; +91-73308 50606; +91-90326 40301
Website: www.pharmacy.swathicolleges.ac.in



Ref No.: SCPN/COE/2025-2026/01

Date: 09.01.2026

OFFICE ORDER

In the interest of effective administration and smooth conduct of examinations, the following faculty members are hereby appointed to the respective positions with immediate effect:

DESIGNATION	NAME
Controller of Examination (CoE)	Dr K. V. Swathi Krishna, Professor, Department of Pharmaceutics Email: drkvskrishna@swathicolleges.ac.in
Additional Controller of Examination – UG (ACoE)	Mrs. M. Dharani, Asst. Professor, Department of Pharmaceutics Email: dharanim@swathicolleges.ac.in
Additional Controller of Examination – PG (ACoE)	Dr. K. Surendra, Professor, Department of Pharmaceutical Analysis Email: surendra.katikala@swathicolleges.ac.in

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.
- Overseeing student grievances related to examinations and ensuring prompt resolutions.

The **Additional Controller of Examination (ACoE)** shall:

- Assist the CoE in all examination-related activities.
- Act as the primary officer in charge in the absence of the CoE.
- Coordinate with faculty and administrative staff for smooth examination execution.
- Ensure the seamless implementation of digital and manual evaluation systems.

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Implementation and Compliance

All concerned faculty members, administrative staff, and students are directed to cooperate with the Controller of Examination and the Additional Controller of Examination. Their support is essential in maintaining the integrity, efficiency, and fairness of the examination process.

DIRECTOR
Dr. M. GOBINATH, M. Pharm., Ph.D., FIC
Professor & Director
SWATHI COLLEGE OF PHARMACY
Kanupuru Bit-I, Venkatachalam (M),
SPSR Nellore Dist.-524 320.
Andhra Pradesh, India.

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