Duties & Responsibilities of Assistant Controller of Examinations-I
(Systems & Question Papers)

System:

- Student Profiles
- Online registration
- Printing of OMR Sheets
- Stitching of OMR with answer scripts
- Hall Tickets Printing
- Results Processing
- Preparation of Grade Sheets
- Maintenance of hard copies and soft copies of each file etc.

Question Papers:

- Mid and assignment marks
- Internal & external labs etc.,
- Maintain the details of Paper setters.
- Identify the Question Paper setters in consultation with the Controller of Examinations.
- Communicate with question paper setters to obtain the question papers as per the schedule.
- Maintain absolute confidentiality of the question papers.
- Maintaining the stock required for the examinations.
- Remuneration Bills preparation for question paper setters, moderators, key preparation etc.
- And any other work assigned by Chief superintendent or Controller of Examinations