



CMR College of Engineering & Technology, Hyderabad (UGC Autonomous)

(Approved by AICTE New Delhi, Permanently affiliated to JNTUH, Hyderabad, Accredited by NAAC with 'A' grade, All B.Tech programmes accredited by NBA)

Duties & Responsibilities of Assistant Controller of Examinations-II (Examinations Conduction)

- Prepare Seating Plans
- Allotment of invigilators
- Observer duties
- Scrutiny of question papers by the moderators
- Question paper printing and distribution
- Answer scripts distribution and collection (proper logs maintenance)
- Log tables distribution and collection
- Report the cases of malpractice to the Controller of Examinations for appropriate disposal.
- D-forms and absentees Statements
- Prepare absentees Statements
- Arrangement of answer scripts
- Packing and handover of collected answer scripts to valuation section (Proper logs should maintained)
- Bills preparation for invigilators (proper log should be maintained) etc.,
- And any other work assigned by Chief superintendent or Controller of Examinations