



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

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

- 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