



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

Duties & Responsibilities of Additional Controller of Examinations

The Additional Controller of Examinations performs the following duties-

1. Assist Controller of Examinations for smooth functioning of the Examination Branch.
2. Ensure that the Academic Regulations are correctly followed.
3. Examinations are conducted as per the academic calendar.
4. Admit eligible candidates to various examinations as per rules regulations.
5. Prepare the list of detained candidates.
6. Arrange for conduct of Examinations, evaluation and declaration of results.
7. Arrange for issuing Grade Cards to the candidates.
8. Deal with the malpractice cases as per the laid down procedure.
9. Be responsible for safe custody of all important Examination registers and records concerning the examinations
10. Perform such other duties as may be allotted by the Controller of Examinations/Chief Superintendent