



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

**Duties & Responsibilities of Assistant Controller of Examinations-I  
(Pre-Examinations and Post-Examinations)**

- Maintain and update student profiles in the examination management system.
- Monitor and manage student online examination registrations.
- Upload semester-wise course structures for all programs.
- Maintain and update examination timetables.
- Provide the necessary timetable data for hall ticket and OMR generation.
- Generate and print hall tickets for all eligible students.
- Generate and print OMR answer sheets for examinations.
- Maintain stock of Grade Cards, Provisional Certificates (PC), and Consolidated Marks Memorandum (CMM) certificates, and all transcripts.
- Monitor inventory and arrange printing when required.
- Maintain records of internal marks and external laboratory marks.
- Share finalized Internal Marks with the department concerned for verification.
- Prepare Grade sheets for each student.
- Maintain hard copies and soft copies of all examination-related records and documents.
- Generate Provisional Certificate (PC) and Consolidated Marks Memorandum (CMM) data.
- Prepare required data files for University approval.
- Prepare Original Degree (OD) data.
- Submit the necessary files and documentation to Jawaharlal Nehru Technological University Hyderabad (JNTUH) for processing.
- And any other work assigned by Chief superintendent or Controller of Examinations