



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

**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