



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

**Duties & Responsibilities of Assistant Controller of Examinations-III
(Evaluation, Services and Finance)**

- Evaluation
- Collection of evaluation process of each subject and labs
- Collection of D-forms and answer scripts from exam conduction section
- Verification
- Answer scripts OMR part-I cutting, scanning, digitalization, packing and stacking
- Coding and bundling process
- Procuring Keys and scheme of evaluation and making them available to the valuator
- Coding files maintenance etc.
- Collecting of examiners details, sending request, appointment
- Valuation and revaluation
- External marks statements handover to ACE-I (Systems) for results processing
- Revaluation and marks
- Bills preparation of payment to evaluators etc.
- And any other work assigned by Chief superintendent or Controller of Examinations