



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

**Duties & Responsibilities of Assistant Controller of Examinations-IV
(Examinations Conduction)**

Question Papers:

- Maintain and update 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.
- Remuneration Bills preparation for question paper setters.
- Identify the moderators in consultation with CoE & HoDs.
- Upload the previous question papers in college web portal.
- Maintain the documents related to results committee.
- Record maintenance related to question papers.
- And any other work assigned by Chief superintendent or Controller of Examinations.