



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

Duties & Responsibilities of Controller of Examinations

The Controller of Examinations performs the following duties-

1. Controller of Examinations is responsible for effective functioning of Examination branch and will report to the Principal.
2. Prepare Regulations and rules relating to examinations for approval by the appropriate authority.
3. Plan well in advance and arrange for conduct of Examinations, evaluation and declaration of results.
4. Delegate responsibilities to all the personnel working in the Examination branch.
5. Coordinate and supervise the activities of personnel of the Examination Branch.
6. Coordinate with HODs for smooth functioning of examination system.
7. Adhere to the Academic Regulations and Academic Calendars.
8. Ensure the confidentiality of matters related to examinations.
9. The entire data of examinations to be secured with a backup in the server.
10. Ensure that the malpractice cases should be dealt with as per the laid down procedure.
11. Arrange for timely issue of Grade Cards to the candidates.
12. All the financial transactions are to be documented.
13. Deal with matter connected with reforms of examinations.
14. Be responsible for safe custody of all important Examination registers and records concerning the examinations
15. Arrange for meetings of Results committee to facilitate timely declaration of the results.
16. Results should be declared within 2-4 weeks of completion of examinations.
17. Be the Member Secretary of Examination Committees.
18. Perform such other duties as may be allotted by the Principal/ Chief Superintendent