



No: PU/EXAM/Functions/2015/1

Date: 18/08/2015

Subject: Functions of Centre In-charge

1. Only the principal of the college has to act as centre in-charge to conduct all the university examinations smoothly. In case the principal is on leave due to un-avoidable circumstances he/she may appoint Institute coordinator for the same, for that duration only.
2. Centre in-charge should make himself thorough with the university examination system.
3. Only teaching faculty is to be appointed as a Sr. supervisor. (One Sr. supervisor per five blocks)
4. Sr. Supervisors/Jr. Supervisors/Stat. Supervisors/Relievers/peons are to be recommended by centre Institute coordinator & followed by approved of Centre in-charge.
5. The entire process of decryption and printing of question papers should be completed under direct supervision of centre in-charge, observer in a confidential manner only at the college. The registered contact number should only be used during the entire process. Use of other mobile is prohibited in the control room or centre.
6. In case of any query / emergency centre in-charge must contact on official mobile numbers of university control room or controller of examinations for immediate guidance.
7. Ensure that all staff members who are assigned the duty of examinations should be aware of the functions of university Examination for smooth and fair coordination of examination.
8. UFM cases if any should be strictly dealt as per rules / guidelines of the university. The answer book, relevant material should be sent to the 'controller of examination' through observer in a sealed cover. Please provide the student's statement, supervisor's statements along with the UFM case.
9. Implement and comply all the instructions issued by University from time to time.

You must be contactable at all times and should not leave the premises during exam duration. You are responsible for the security and confidentiality of examination papers and answer books. You are responsible for preserving order and discipline at all times in the examination centre.

- Controller of Examinations,

Parul University.