



No: PU/EXAM/Functions/2015/2

Date: 18/08/2015

Subject: Functions of Institute Coordinator

1. Institute Head will appoint an Institute coordinator who will act as medium between the university and his/her institute.
2. There shall be one Institute Exam Coordinator at each examination centre, having minimum of 5 years of teaching experience/working in Senior College.
3. All important communications from the university viz. examination notifications, exam time table, and circulars will be kept in the university web site: www.parul.ac.in and Institute Coordinator has to make necessary arrangements to visit it daily.

During Pre-Examination

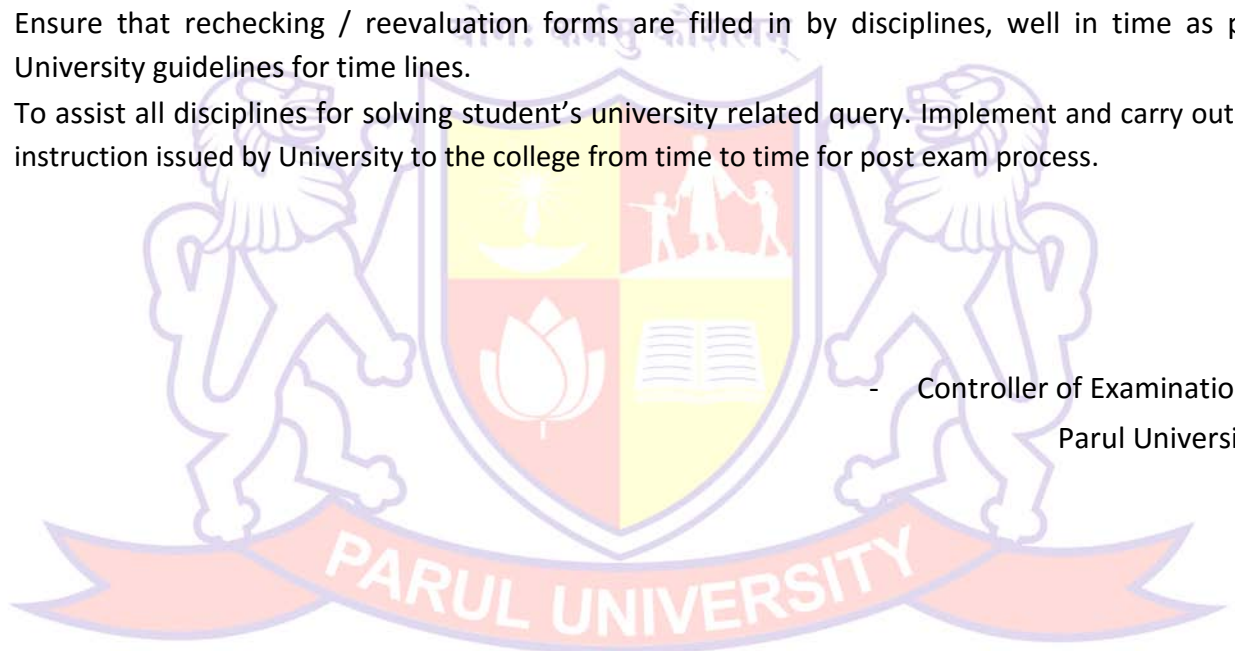
1. Coordinate all the courses in filing up the internal exam marks through HOD's of various departments.
2. CEP (continues evaluation process) is to be declared by each HODs and to be conducted before the end of exam.
3. Coordinate entry of faculty details and continues evaluation process (CEP) marks in marks portal as per Parul University circular.
4. Download block arrangement, admit card etc.
5. Issue the exam duty orders for Sr. supervisors/Jr. Supervisors/ Stat. Supervisors / Relievers / Peons/Photo copy machine operator etc. under guidance of center In-charge.
6. Ensure that required equipments for decryption system like Computer/Printers/Copier machines/ Cartridges for copiers /UPS are working perfectly before the start of Exam.
7. If any discrepancies/deficiency found during verification/query, report to center in charge immediately.
8. Check that seating arrangement is in order and must be placed at Notice board.
9. The entire process of decryption and printing of question papers must be handled by Institute coordinator. On receipt of password, decrypt the Question Paper in presence of observer and Centre In-charge. Get the printout and verify that all Question papers are available for your exam centre.
10. Prepare block wise required number of copies of each Question Papers. Make ensure examination starts on time.

During Examination

1. In case of any query/emergency, Institute coordinator must contact Center In-charge for immediate guidance. Implement and comply all the instructions issued by University from time to time.
2. Being a university representative, ensure smooth conduction of examination at center with discipline.
3. If any UFM case is registered, collect all relevant proof from Sr. supervisor and hand over the case to the Centre In-charge for verification.
4. Upload the details of absent students and UFM cases in University web portal.

During Post-Examination

1. Once the university results declared inform students the guidelines or rechecking/reevaluation. Also make arrangement to submit forms as well as fees in time as per the university circulars.
2. Ensure that rechecking / reevaluation forms are filled in by disciplines, well in time as per University guidelines for time lines.
3. To assist all disciplines for solving student's university related query. Implement and carry out all instruction issued by University to the college from time to time for post exam process.



- Controller of Examinations,
Parul University.