



No: PU/EXAM/Functions/2015/5

Date: 18/08/2015

Subject: Functions of Stationery Supervisor

All exam centre in-charge are informed to ask stationery supervisor to strictly observe the following instructions for maintaining the record of stationery utilization at their centre/institute. There should be only one stationery supervisor.

Pre-Exam Preparation

1. Exam material will be sent at all exam centers in advance.
2. Separate register for answer book and Drawing Sheet must be maintained at exam centre by stationery supervisor.
3. Entry of answer book Serial No. issued to each block and quantity utilized must be noted in the answer book register and balance quantity should be used in next session.
4. Exam centre in charge and observer has to sign in answer book and drawing sheet register after verification at the end of each session during each day examination.
5. Register for consumable materials and other exam stationery (i.e. Answer book, supplementary, drawing sheet, supplementary drawing sheet, hollow sticker etc.) must be maintained by stationery supervisor and PU observer must verify and sign in register every day.

During Examination

1. Exam centre must provide balance of the exam stationery stock as and when asked by the University.
2. At the end of semester examination it is responsibility of the exam Centre in-charge to submit report of the exam stationery at Parul University.
3. Parul University member may carry out inspection for the exam stationery at any time.

- Controller of Examinations
Parul University.