



PARUL UNIVERSITY

WAGHODIA, VADODARA

No: PU/EXAM/Functions/2015/7

Date: 18/08/2015

Subject: Functions of Squad Member/s.

1. He/she shall report to the Dept. Registrar (Exam) at University Exam section at specified time.
2. Remember the mobile numbers of Dept. Registrar (Exam) and control room for any emergency/guideline.
3. The squad member exercises all the powers of the Centre in-charge. Main Answer Books, their stock registers, seating arrangements of candidates and all aspects of the examination fall under the purview of their inspection.
4. Being a university representative, ensure smooth conduction of examination at centre. You should watch the performance of the Jr. Supervisor inside the examination rooms. Cases of copying or the looseness of invigilation should be strictly dealt with.
5. Verify the stationery register and usage of answer book during exam session and counter sign.
6. To check proper functionality of CCTV cameras and may be used for exam hall observation too.

- Controller of Examinations,
Parul University.