

• **Guidelines for Centre In-charge for conducting university exam** •

1. Only the principal of the college has to act as centre in-charge to smoothly conduct all the university examination. In case the principal is on leave due to un-avoidable circumstances he/she may appoint head of department / professor, for that duration only under intimation to GTU.
2. Centre in-charge should make themselves thorough with the university examination system.
3. Only teaching faculty is to be appointed as a sr. supervisor. (One sr. supervisor per four block)
4. Supervisors/relievers/numbering supervisor/peons are to be appointed by center in charge.
5. The entire process of decryption and printing of question papers should be completed under direct supervision of centre incharge, observer and sr. supervisors in a confidential manner only at the college. The CUG mobile phone should only be used during the entire process. Use of other mobile is prohibited in the control room-centre.
6. The principal must attain internet facility at institute, and ensure that required equipment for decryption system and copying machines are working perfectly before the start of examination.
7. All important communications from the university viz. examination notifications, exam time table, and circulars will be kept in the university web server (Exam Portal) and web site: www.gtu.ac.in and principal has to make necessary arrangements to visit the GTU website and web server daily.
8. The detained student due to poor presence / non-submission of term work must not be allowed to appear in university examination in respective subject. However, the list of detained student along with the subject name and reasons for detentions is to be notified and displayed on institute notice board. The copy of detained list is to be submitted to university well before the start of the examination.
9. Ensure that all staff members who are assigned the duty of examinations should be aware about the guidelines of university for smooth and fair coordination of examination.
10. 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 statement, supervisor's statements along with the UFM case forward after filled details.
11. In case of any query / emergency centre incharge must contact on official mobile numbers of university control room or controller of examinations for immediate guidance.
12. Implement and comply all the instructions issued by GTU from time to time.