

• **Role of GTU Coordinator** •

1. GTU Coordinator will act as a link between the university and his/her institute.
2. Daily check the GTU website web mail and inform the office of principal student / concern staff regarding circulars / information from university.
3. **During pre-exam process:**
 - A. Coordinate all the branches in filing up the exam form through HOD's of various departments.
 - B. Display circular regarding filling exam form of the university on notice board of the college.
 - C. As per due date of submission of exam form and its fee inform student section to complete the process.
 - D. Inform newly admitted student to fill up enrolment form as per the circular of university within the time-limit.
 - E. CEP (continues evaluation process) is to be declared by each HOD's and to be conducted before the end of exam.
 - F. Coordinate entry of faculty details and continues evaluation process (CEP) marks as per GTU circular.
4. **During post exam process:**
 - A. Ensure that rechecking / reassessment form are filled by disciplines well in time as per GTU deadline.
 - B. To assist all disciplines for solving student's university related query.
 - C. Once the university results declared inform student to fill up the rechecking / reassessment forms within the time limit of the university. Also make arrangement to submit forms as well as fees in time as per the university circulars.
 - D. Issue the unassessed answerbooks to faculty members as per the given list and follow up for assessment of all answerbooks within the time limit.
5. Implement and carry out all instruction issued by GTU to the college from time to time for pre- post exam process.