

**Role of Squad Member**

1. Report to zonal officer in time as per the order issued by zonal officer.
1. Visit the exam centers allotted to you by zonal officer
2. Keep tip on tongue the phone number of zonal officer/control room and controller of examination. If any emergency /assistance contact control room immediately.
3. Visit the blocks and assure that the examinations is being conducted as per the guidelines of the university.
4. If a student is found under unfair means register the case as per guideline of university.
5. During your visit assure that students are not disturbed.
6. Ensure sr. supervisor/ supervisor observer are performing their duty properly
7. Verify the stationary usage register entries.
8. Verify the control room and check sealed CD covers of next all sessions.
9. Submit your report to zonal officer.

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**Registrar**