Gujarat Technological University

No. GTU/Exam/Guidelines/ 3477   7th May 2013

Roles of observer

1. Report to zonal officer as per order issued by zonal officer at stipulated time

2. Remember the mobile numbers of zonal officer, control room and controller of examination for any emergency/guideline

3. Reach to exam center at least one hour before start of examination

4. Remain present during decryption process along with center in charge and sr. Supervisor. Counter sign on cd sealing cover at time of opening CD cover

5. During photocopying question papers remain present at control room till sets are ready for all blocks

6. Assure that during above process confidentiality is maintained at control room and do not allow any other phone for any communication other than CUG of university

7. During examination time continuously visit the block to prevent any kind of unfair practice, if at all found report to control room immediately

8. Ant student found involved in unfair means than set the students supervisor/ sr. supervisor /student and fill complete details of UFM format handover the case along with all proofs and evidence of unfair means and answerbook to center in-charge and seal the all documents in separate cover clearly mention from where the material related if unfair means is found (from racket/socks/on the bench/within answer book etc.)

9. Being a university representative, ensure smooth conduction of examination at center

10. On completion of examination sr. supervisor will count the answer books and seal in a cover block wise. Remain present during collection till all answer book are counter and sealed observe that counting is done accurately

11. Take over the charge of all sealed covers(equal no of blocks) and hand over to zonal officer

12. Verify the stationary register and usage of answer book and counter sign the no if answer book used during session

13. Print the question paper subject wise equal to total no of students appearing in examination

14. Verify that no internet connection in a control room

15. Submit your report in given format to zonal officer

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Registrar