



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/S-14/2014/3039

Date: 19/04/2014

Circular:

Subject: Conduction of Summer 14 Examinations
Read: Circular No GTU/Exam/Imp/CCTV/2013/10659 Dated:
16/12/2013

With reference to above read GTU circular all the institutes affiliated with GTU were informed that University will allot exam centre for summer – 2014 exam to institute where CCTV surveillance system in all classrooms are installed, and institutes were also informed to install CCTV surveillance system by 31-03-2014. All institute affiliated to GTU are informed to send their compliance regarding this that have they installed CCTV camera latest by 21st April 2014 on the respective section mail id as below.

Sr.No	College Affiliated to Course	Mail id
1	B.E./B.Arch/BHMCT	be@gtu.edu.in
2	M.E.	mecall@gtu.edu.in
3	B.Pharm&M.Pharm	mphcall@gtu.edu.in
4	Diploma	diploma@gtu.edu.in
5	MCA	mca@gtu.edu.in
6	MBA	mba@gtu.edu.in

Further all the institute who are allotted the exam centre have to maintain the log book for the strong room and of each block where examinations are conducted as per the format attached with this circular.

I/C Registrar

Copy to:

- 1) P.A. to Honourable Vice Chancellor for information
- 2) Controller of Examinations
- 3) UG/PG/Diploma section Course In-charge for necessary action

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award – 2009

Nr. Visat Three Roads, (Campus of Vishwakarma Government Engg. College & IIT, Gandhinagar), Sabarmati – Koba Highway, Chandkheda, Ahmedabad-382424. Gujarat, India. Tele: 079-23267500 E-mail : registrar@gtu.ac.in
URL : www.gtu.ac.in

Format for Log Book for Control Room/ Strong Room

College Name			
Centre Code		Number of Block	
Date of Exam		Time Of Exam	
Total Students		Total Subjects	

1) Name of Centre In charge :

2) Name of Observer:

3) Mobile number on which password is received:

4) Name of the person present in the strong room including Photostateboy:

Sr. No	Name & Designation	Activity Handled	In Time	Out Time
1		Decryption		
2		Printing of Question Paper		
3		Photo state		
4		Packing and Sealing		

Name of Activity	Activity Start Time	Activity End Time
Password Received		
Question Decryption		
Question Paper Printing		
Question Paper Sealing (Block Wise)		
Question Paper Handover to Block supervisor		
	Total Number	
PDF Files Generated after Decryption Process		
Subject Code of Paper of which PDF files were generated		

I hereby certify that all the activity above was carried out in my presence as per GTU Norms.

Signature of Centre In- charge

Signature of Observer

DATE:

TIME:

PLACE:

Format to be filled for Each Block

College Name			
Centre Code		Block Number	
Date of Exam		Time Of Exam	
Building Name			
Name of Block Supervisor		Question Paper Seal Opened Time	
Name of Exam		Semester	
Total Students		Present Students	
Subject Code		Room Number	

Details to be filled by students before leaving block during examination					
Sr. No	Enrolment Number	Time Out	Time In	Purpose of Leaving Class	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Verified By

Sr. Supervisor Name & Signature:

Block Supervisor Name & Signature:

Date:

Time:

Place: