Gujarat Technological University

No. GTU/Exam/Guidelines/3474 7th May 2013

• Guidelines for Sr. Supervisor •

A. Pre-Exam Preparation

a. Issue the exam duty orders for supervisors/ relievers / Peons/under guidance of center in charge.

b. Furniture & other requirements of all the blocks & numbering on benches.

c. Assure proper working of Computer /Printers/Copier machines /UPS/ at control room.

d. Assure the availability of copier papers/Cartridges for copiers.

e. Assure the examination material received from University as per required quantity (Answerbook / supplimentry / drawing sheets / Question paper CD's / Block Arrangement / Hall Tickets / Form -1 & Students barcode).

f. If any discrepancies/deficiency found during verification report to center in charge immediately.

B. During Examination:

1. Report to center in charge 1 hour before the start of Examination.

2. On receipt of password decrypt the Question Paper in presence of observer. Get the printout and verify that all Question paper are available for your exam center.

3. Prepare required number of copies of each Question Papers and distribute to each block supervisors at least 5 minutes before start time.

4. Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.

5. If any UFM case is registered ,Collect all relevant proof ,Statement of Supervisor and students and fill up the information accurately in UFM Case format .Hand over the case to center incharge for verification.

6. On Completion of exam, collect & count the number of answer book from supervisor and verify the supervisor reports.

7. Seal the answer books in sealed covers (block wise) in envelope in presence of the observer.

8. Maintain the answer book / Supplementary usage register and counter sign the total usage of answer book during session

9. For any Query /Assistance contact center-in-charge.

10. Distribute the required numbers of question papers and numbers of answer books as per GTU block arrangement to each block supervisor.

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Registrar

Sardar Patel Engineering College
Linch

SAFFRONY INSTITUTE OF TECHNOLOGY

S.P.B PATEL ENGINEERING COLLEGE

MID SEM EXAMINATION

• <u>Guidelines for Junior Supervisor</u> •

- Report to control room 30 minutes before the start time of exam.
- Collect exam related material from the control room.
- Answer Book ;Supplementary; Student Sign. Report etc.
- Instruct all the student not to indulge in unfair means else liable to be punished.
- Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to keep during exam time.
- Distribute answer book to students 10 minutes before the exam time.
- Distribute Question Paper as per time given in time table.
- Verify the detail entered by the students in answer book and then sign in marked place.
- In Student Sign. Report take the sign of students against their Enrollment number..
- On demand give supplementary to students and enter number of answer book in Student Sign Report and sign in supplementary at the marked place.
- If any UFM case is register then call Sr. Supervisor and handover the answer book /all proof and submit your statement. If UFM case is registered by Sr. supervisor or center-in-charge, then get their statement also and it is to be submitted to control room after completion of exam.
- Please count answer book and verify that it is equal to the number of students present in the classroom.
- Submit the answer book in control room to concern Sr. supervisor.
- Always take care that students do not leave exam hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be file against the student.
- It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to control room immediately after completion of the subject exam.
- No Mobiles or Electronic Gadgets are allowed.

Center Incharge

S.P.B. Patel Engineering College
Linch

SAFFRONY INSTITUTE OF TECHNOLOGY

S.P.B PATEL ENGINEERING COLLEGE

MID SEM EXAMINATION

• Guidelines for Sr. Supervisor •

A. Pre-Exam Preparation

- Furniture & other requirements of all the blocks & numbering on benches.
- Assure proper working of Computer /Printers/Copier machines /UPS/ at control room.
- Assure the availability of copier papers/Cartridges for copiers.
- If any discrepancies/deficiency found during verification report to center in charge immediately.

B. During Examination:

- Report to center in charge 30 minutes before the start of Examination.
- Get the printout and verify that all Question paper are available at exam center.
- Prepare required number of copies of each Question Papers and distribute to each block supervisors at least 5 minutes before start time.
- Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.
- If any UFM case is registered ,Collect all relevant proof ,Statement of Supervisor and students and fill up the information accurately in UFM Case format .Hand over the case to center incharge for verification.
- On Completion of exam, collect & count the number of answer book from supervisor and verify the supervisor reports.
- Seal the answer books in sealed covers (block wise) in envelope in presence of the observer.
- For any Query /Assistance contact center-in-charge.
- Distribute the required numbers of question papers and numbers of answer books as per block arrangement to each block supervisor.
- Ensure that no material is kept inside / outside Exam Hall. Toilets shall be checked & ensure that no copying material is kept.

Center Incharge

S.P.B. Patel Engineering College
Linch

Gujarat Technological University

No. GTU/Exam/Guidelines/3475 7th May 2013

• Guidelines for Block Supervisor •

1. Report to control room 45 minutes before the start time of exam.
2. Collect exam related material form the control room.
   - Answer Book ;Supplementary; Student Barcode ;Form -1 ;Brown Sticker
3. Instruct all the student not to indulge in unfair means else liable to be punished as per GTU circular dated 3rd November 2010.
4. Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to keep during exam time.
5. Distribute answer book to students 15 minutes before the exam time.
6. Distribute Question Paper as per time given in time table.
7. Check hall tickets of the students, and sign hall ticket with respect to date and subject of exam.
8. Verify the detail entered by the students in answer book and then sign in marked place.
9. Instruct students to paste barcode in marked place in such a way that bar-coded portion will be on right hand side.
10. In form-1 take the sign of students against their seat number.
11. If any Student is absent then paste the student barcode on backside of the form-1.
12. On demand give supplementary to students and enter answer book number in form-1 and sign in supplementary at the marked place.
13. If any UFM case is register then call Sr. Supervisor and handover the answer book /all proof and submit your statement. If UFM case is registered by observer, squad member, sr. supervisor or center-in-charge, then get their statement also and it is to be submitted to control room after completion of exam.
14. Brown Stickers is to be given 10 minutes before the completion of exam to student.
15. While receiving answer book from the student verify that brown sticker is pasted or not by the student. If not then paste the brown sticker.
16. Please count answer book and verify that it is equal to the number of students present in the classroom.
17. Submit the answer book in control room to concern sr. supervisor.
18. Always take care that students do not leave exam hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be file against the student.
19. It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to control room immediately after completion of the subject exam.

S.P.B. Patel Engineering College Linch

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Registrar