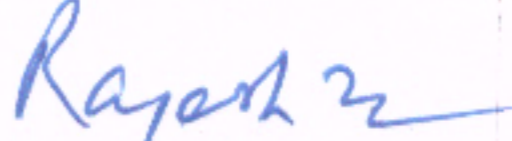


<u>Sr. No.</u>	<u>Duties/Guidelines of Nodal officer(Co-ordinator)</u>
1	To receive Question papers (online) and emergency packet (Hard Copy) off line from the University.
2	To assist the Principal/Chief Co-ordinator to download the Question papers / other relative technical jobs to be undertaken as per instructions.
3	To Co-ordinate with the University / C.O.E. office / Conduct Branch / Technical Staff as and when required.
4	To prepare list of date wise Question papers to be held at the College and planning schedule of downloading as per date sheet.
5	To send Question papers to the students either email or college portal etc.
6	To remain updated with University at email Id onlinefinalexam.sep2020@pu.ac.in (generated by the Panjab University) whatsapp group.
7	To prepare and submit daily report regarding smooth conduct of examination at email address osconduct3@pu.ac.in to the University (proforma enclosed)
8	For any query related to the conduct of online examination, please contact at E-mail address onlinefinalexam.sep2020@pu.ac.in . This E-mail ID is only for the co-ordination between colleges and Conduct Branch/C.O.E. office and in no case this E-mail ID be shared with the students.


Assistant Registrar(Conduct)
For Controller of Examinations

Proforma (To be submitted daily)

Name of the College/Deptt./Centre: _____

<u>Sr. No.</u>	<u>Date of Exam.</u>	<u>Class UG/PG/ Others</u>	<u>Subject/Paper Code</u>	<u>No. of students appeared (online)</u>	<u>Answer Books sheet download /Received paper wise</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of Nodal Officer: _____

Signature of the Chief Co-ordinator

E-Mail Address: _____

Mobile No. _____

Seal of College/Department

E-mail ID: _____

Mobile No. _____

(Please use extra sheets if required)

Panjab University, Chandigarh (for Office use)

Verified by :

Dealing official

OSC

ARC

Total payment _____ as per approved rates

3480-3687/C
10/9/2020

PANJAB UNIVERSITY, CHANDIGARH

<u>Duties/Guidelines for Sr. Faculty Member (Centre Supdt.)</u>	
<u>Sr. No.</u>	<u>Before the Start</u>
1.	Verify the title of paper/Subject/Class as per date sheet to be downloaded.
2.	Supervise/Coordinate the transmission of Question Papers/Instruction /etc downloaded from College/Deptt. E-mail/portal or any other electronic modes.
3.	After the stipulated time the Answers copies/Sheet be downloaded and segregate class/subject wise, and make the sub packets of each Paper/ Subject and place in main packet (Session wise to be handed over to the Chief Coordinator on same day of examination.
4.	Keep the record of packed Answer Sheets with One Copy to be retained by Chief Coordinator till the evaluation is complete (Instructions to follow for evaluation)
5.	Please send your Email ID to be used for further assistance/coordination.

Kayeth 22
Assistant Registrar(Conduct)
For Controller of Examinations