

**PANJAB UNIVERSITY, CHANDIGARH**

<b><u>Duties/Guidelines of Sr. Faculty Member (Centre Supdt.)for the conduct of odd semester (online) examinations, February 2021</u></b>	
<b><u>Sr. No.</u></b>	
1.	After the stipulated period the answers books/sheets downloaded/received to be segregated class/subject/code wise. Make the packets of each paper, place in main packet (Session wise) and handed over to the Chief Coordinator on same day of examination.
2.	Prepare three copies of the memo of the answer books/sheets packets, one for Principal of the college, one for Controller of Examinations and one as office copy till final result is declared. (instructions to follow for evaluation)
3.	Send your latest Email ID at <a href="mailto:osconduct3@pu.ac.in">osconduct3@pu.ac.in</a> / <a href="mailto:arconduct@pu.ac.in">arconduct@pu.ac.in</a> to be used for further assistance/coordination.
4.	To assist Chief Co-ordinator/Nodal Officer for smooth conduct of examinations and provide necessary assistance to students if needed.
5.	Prepare date wise/session wise duty chart for Asstt. Supdt. and supporting staff according to the numbers of candidates appearing at the college and keep its record.

Sd/-  
Assistant Registrar(Conduct)  
For Controller of Examinations

**PANJAB UNIVERSITY, CHANDIGARH**

<b>Sr. No.</b>	<b><u>Duties/Guidelines of Nodal Officer (Co-ordinator) for the conduct of odd semester (online) examinations, February, 2021</u></b>
<b>1</b>	To co-ordinate with the University / C.O.E. office / Conduct Branch / Technical Staff as and when required.
<b>2</b>	To prepare date wise/session wise detail of the papers to be held at the College. Plan schedule for receipt of answer books/sheets through soft copy or hard copy.
<b>3</b>	To remain updated with University throughout the examinations.
<b>4</b>	To prepare and submit daily report regarding smooth conduct of examinations to the University at email address <a href="mailto:arsecrecy@pu.ac.in">arsecrecy@pu.ac.in</a> (proforma enclosed)
<b>5</b>	To keep session wise/class wise/paper wise record of answer books received in the college.
<b>6</b>	To keep class wise/paper wise record of answer books sent for evaluation.

Sd/-  
Assistant Registrar(Conduct)  
For Controller of Examinations