



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ

Guru Nanak Dev Univeristy, Amritsar

(Established by the State Legislature Act No. 21 of 1969)

Accredited at "A" grade level by NAAC and Awarded "University with potential for Excellence" status by UGC

(Conduct Branch)

(Registered Post)

Prof.R.K.Mahajan

Prof.Incharge(Examinations)

No. 1287-1500

Dated: 3-9-12

To

1. All the Principals of the affiliated colleges, GNDU, Amritsar.
2. All the Co-ordinator/Principals of Associate Institutions, GNDU, Amrtisar.

Dear Sir/Madam,

I am to inform you that for the smooth conduct of examinations during the session 2012-13, the following decisions have been taken by the competent authority :

1. The Principals of the affiliated colleges will act as Co-ordinator/Local Controller of Examinations in the same college.
2. Where there is more than one Examination Centre, one Deputy Co-ordinator may be appointed from the same college by the Principal of the college concerned.
3. The Principal/ Co-ordinator in consultation with the Centre Superintendent appointed by the University has been allowed to appoint the senior most teacher from amongst the supervisors as Centre Superintendent for the morning or evening session separately.
4. Separate Deputy Superintendent (Outside) shall be appointed for the morning and evening session from the same college by the Principal concerned.
5. Co-ordinator Clerk, Centre Clerk, Sweeper, Waterman, Chowkidar and other menial staff will be appointed from the same college.
6. The supervisory staff shall be swapped by the University from the nearby colleges as per requirement and strength of the students. In case of emergency, the Principals of the college are authorized to appoint the adhoc/contractual/guest faculty/retired teachers upto the age of 65 years as supervisor/s and inform the University accordingly.
7. It would be mandatory for the teachers to perform the supervisory duty in another college. In case any teacher refuses to perform the duty, it would be treated as dereliction of duty and disciplinary action shall be initiated against him/her under the UGC/Government/ Management/ Univeristy rules.
8. The Principals shall grant compensatory leave in lieu of the examination duty performed on Sunday/Gazetted Holidays.

Keeping in view the above decisions, all the Principals/Co-ordinators are requested to co-operate with the University for the fair conduct of examinations. These decisions will be applicable for Nov./Dec.2012 and March/April/May-2013 Examinations.

Yours truly,


(R.K.Mahajan)