



Shroff S.R. Rotary Institute of Chemical Technology



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PORTFOLIOS FOR THE YEAR 2019-2020

PORTFOLIO	Examination (GTU Coordination)
NAME OF THE COORDINATOR	Mr. Krunal J. Suthar
LIST OF FACULTY MEMBERS INVOLVED IN TEAM	Dr. Snehal R. Lokhandwala (CI) Mr. Praful Chudasama (M) Mr. Krunal J. Suthar (C) Mr. Shivang Ahir (SS-1) Mr. Chetan Patel (SS-2) Mr. Krunal Shah (SS-3) Dr. Piyush Mistry (SS-4) Mr. Sunil Badgular (SS-5) Mr. Harshal Patil (SS-6) Mr. Tushar Jadav (NS-1) Mr. Hardik Solanki (NS-2) Mr. Paresh Rana (St.S)



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Sr. No.	Work distribution	Responsible Person
1.	Result analysis of regular exam (All semesters) - Rank analysis (GTU/Zone wise) - Branch wise result analysis - % result, ≥ 7.1 SPI students, ≥ 8.5 SPI students, GTU top 10 list, Branch rank analysis	SS-5
2.	Result analysis of Remedial exam - Remedial exam result analysis (Subject and Student wise)	SS-6
3.	Reassessment/rechecking form submission to GTU (After declaration of each result) - Reassessment/Rechecking Form collection from Students - Gunning of forms on GTU web portal - Challan generation with respect to gunned forms - Challan upload process on GTU web portal	C, NS-1 and NS-2
4.	Student list for felicitation program (>8.5 SPI) - Checking of any pending backlog of previous semester - Checking of 80% attendance of last semester - Sending of list to Account section and organizing coordinator	SS-4
5.	MSE/RMSE arrangement - Time table display - Block arrangement according to no. of students - Alternate class room arrangement for regular class (if required) - Duty allocation list preparation - Printing/Zerox of question papers - Block preparation as per the block arrangement (Day before exam) - Conduction of MSE/RMSE - Day wise duty allocation - Absent record collection from each block - CCTV observation of each block - Answer sheet collection (counting etc..) from block supervisors - Subject wise answer sheets distribution to subject coordinators	- 1st Year – SS-4 - 2nd Year – SS-3 - 3rd Year – SS-2 - 4th Year – SS-1
6.	MSE/RMSE marks collection & marks consolidation and result analysis	
7.	Elective subject entry for each semester	Concerned HoD and DR
8.	Overall Backlog result analysis (After declaration of all remedial results) - Branch wise most backlog subjects - Overall remedial exam result (Batch wise) - Backlog ratio analysis - Fully pass students analysis (Branch wise) - Top 10 backlog subjects	SS-6
9.	Enrolment form submission process - Downloading of enrolment form from Enrolment web portal - Distribution of forms to respective branch - Collection of forms	SS-2, NS-2 and St.S



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	- Gunning of forms on GTU enrolment web portal	
10.	Result analysis of reassessment/rechecking	SS-5
11.	E-assessment record use to be submitted to Admin every time	C and St.S
12.	Staff profile update/add	C and DR
13.	EPC exam and BOC	SS-3
14.	Student list preparation for SPI change of 0.5 to >1 SPI compare to last semester	SS-5
15.	Students' exam form submission to GTU - Fee collection - Challan generation/submission	C, NS-1 and NS-2
16.	GTU exam preparation - Time table display (Consolidated) - Block arrangement according to list sent by GTU - Alternate class room arrangement for regular class (if required) - Duty allocation list preparation - Hall ticket distribution - Block preparation as per the block arrangement (Day before exam) - Conduction of GTU exam - Day wise duty allocation - Decription, Printing/Zerox of question papers in presence of GTU observer - Absent record collection from each block - CCTV observation of each block - Answer sheet collection (counting etc..) from block supervisors - Submission of answer sheet bundles to GTU observer	- 1st Year – SS-4 - 2nd Year – SS-3 - 3rd Year – SS-2 - 4th Year – SS-1
17.	GTU marks entry on GTU online portal	
18.	GTU practical exam preparation and conduction - External Examiner allocation on GTU online portal - Examiner account details collection - Hall ticket distribution - GTU practical exam mark-sheet submission to GTU - Account summary preparation - External examiner account summary details - Jr. Supervisor, Internal examiner and lab assistant list preparation - Overall summary of practical exam	C, NS-1, NS-2 and St.S
19.	GTU exam file preparation and submission to GTU	C, NS-1 and NS-2



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	- Theory exam overall sheet (Center incharge, GTU coordinator, Sr./Jr. supervisor, Stationery/Numbering supervisor/Peon/Sweeper list preparation) - Practical exam file	
20	Deadstock, maintenance of printer, stationery records, coordination with stores, purchase, 5S	St. S
21	Students' GTU related query/problem (Continuous process)	C
22	MIS	C

LIST OF DOCUMENTS THAT WILL BE MAINTAINED FOR THE PORTFOLIO	
Enrolment form (submit @GTU)	NS-1
Exam form	NS-2
Challan file	NS-1
Reassessment/Rechecking	NS-2
Result analysis – regular	SS-5
Result analysis – remedial	SS-6
MOM	SS-5 & C
GTU circulars	C
Exam notice file	C
Application file (duty exchange and others)	C
UFM file	SS-1
Practical exam file (submit @GTU)	C & DCs
GTU papers	St. S
MSE/RMSE papers	St. S
Stationery register	St. S
5S and asset file (maintenance records)	St. S
Observer visit records	St. S
Elective choice course file	DCs
Year wise exam files:	SS:
1 st year	4
2 nd year	3
3 rd year	2
4 th year	1
PG exam files	SS
CE	SS-5
ME	SS-2

- CI: Centre in charge
- M: Mentor
- C: Coordinator
- SS: Senior Supervisor
- NS: Numbering Supervisor
- St.S Stationery Supervisor
- DC: Department Coordinators