

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**LONGOWAL**  
**(DEEMED TO BE UNIVERSITY)**  
**OFFICE OF DEAN (ACADEMICS)**

Ref. No: Dean (A) / 1875


Dated: 07/11/22

**OFFICE ORDER**

The faculty members of the Institute are put up on duty as 'Centre Superintendent' in various examinations e.g. Minor, End Semester, Retest, Summer Term and Special Retest Examinations (if any) from time to time. For smooth conduct of examination, the competent authority has approved that:

- 1) Only regular faculty members will be appointed as "Centre Superintendent" in alphabetical order among the cadre i.e. Assistant Professors, Associate Professors, and Professors.
- 2) Faculty Members, who are in position of Deans / Associate Deans / HODs, will not be put up on duty as 'Centre Superintendent'.
- 3) Faculty members, having less than 04 (four) months in retirement (from the date of commencement of examinations) will not be deputed on duty as 'Centre Superintendent'.
- 4) Presently, the Assistant Professors are put on duty and once this round of APs is complete, then, it will be started with Professors and then Associate Professors.
- 5) The Centre Superintendents will be deputed program wise i.e. separate for ICD, UG & PG. The Centre Superintendent will be appointed for Minor-I, Minor-II, End Semester Examinations of a particular semester.
- 6) Separate Centre Superintendent will be appointed for Retest, Summer Term and Special Retest Examinations (if any).

This is being issued with the approval of competent authority dated 04.11.2022.

  
(Prof. J. S. Dhillon)  
Dean (Academics)

Copy to:

1. Director... for kind information, please.
2. Registrar
3. All Deans/ HODs..
4. Associate Dean (AP)
5. Associate Dean (A)
6. AR (Academics)
7. AR (Exam)
8. FI (ACSS).. with a request to upload on the Institute website.
9. File Copy