SRPD PROCESS

SECURE
REMOTE
PAPER
DELIVERY
PROCESS FLOW:
SUPERINTENDENT OF EXAMINATIONS REGISTRATION
STEP 1: SUPERINTENDENT OF EXAMINATIONS REGISTRATION

• The Principal of College or Head of University Department/Institution shall register on the DU Portal as shown below

• Superintendent of examinations Prerequisites: Name, Designation, Address, Valid Contact number, Valid Email ID.

• P.S The email id and contact number shall be used to verify using an OTP. Valid and correct details need to be provided.
Login on portal by using your College Login and Password
Click on College definition Link on portal.
Click on Define College Link
Update Principal Information in Other Info Tab and Click on Save. “Information Saved Successfully” Message will appear on screen.
Click on “Supervisor Details” Link and Enter Supervisor Details
Click on both OTP link to get One time Password on your E-mail ID & Mobile No. Please provide correct mobile number, as this would be used for downloading the question paper.
Enter OTP and Click on Save button
“Information Saved Successfully” Message will appear on screen
YOU HAVE VERIFIED AND REGISTERED
YOUR SUPERINTENDENT OF
EXAMINATIONS SUCCESSFULLY
COLLEGES ARE REQUESTED TO INFORM THE EXAM SECTION VIA EMAIL THAT SUPERINTENDENT OF EXAMINATIONS REGISTRATION IS COMPLETED.
PLEASE MENTION NAME, DESIGNATION, EMAIL ID AND CONTACT DETAILS OF THE SUPERINTENDENT OF EXAMINATIONS IN THE EMAIL.
DON’T FORGET TO MARK A COPY OF EMAIL TO THE CFC COORDINATOR.
PARALLELY, UNIVERSITY WILL APPROVE THE REGISTERED SUPERINTENDENT OF EXAMINATIONS.
THE SUPERINTENDENT OF EXAMINATIONS WILL BE RESPONSIBLE TO DOWNLOAD THE QUESTION PAPER AT THE TIME OF THE EXAM
HOW TO DOWNLOAD THE QUESTION PAPER?
THE VIDEO OF THE PROCESS FLOW TO DOWNLOAD THE QUESTION PAPER REMOTELY AND SECURELY SHALL BE UPLOADED ON THE WEBSITE ON 28 SEPTEMBER 2018
ALL COLLEGES/DEPARTMENTS ARE REQUESTED TO REGISTER THEIR SUPERINTENDENT OF EXAMINATIONS ON DU PORTAL COMPULSORILY BY 26 SEPTEMBER 2018
THANK YOU.