

Teacher Appointments for examination work

Summary

Exam Coordination Section makes approximately 50,000 appointments of teachers every session of examination for functioning of Examinations. This includes appointments of Teachers for Paper setting, moderation, examiners, Practical Coordinators etc.

Before now these appointments were sent through Post or appointed teachers used to collect the appointments letter from department itself.

For the first time authorities decided to send whole communication system online. This process includes online letter communications, response collections, Cap center communications etc.

Features of system

1. BCUD Online teacher Profile connectivity
2. Email communication with Appointment order for teachers , Team Lists for Chairman's
3. SMS Communication across all stake holders which includes COE, Deans, BOS chairmen, Appointed teachers, cap centers etc.
4. Appointment Can be downloaded through teachers online account only to maintain confidentiality
5. Facility to CAP center for team list communication /Attendance communication, CAP Appointment letter generation

Instructions for teachers

These following instructions are applicable to you ONLY IF you are **regular** teacher under any affiliated entity of PUNE University.

IF you are visiting faculty /Industrial person, then following instructions are not applicable to you

About teacher Profile

- Please maintain your accurate teacher profile on BCUD online if You are working Under University Department, Affiliated College, Recognized institute or Research center of Pune University Jurisdiction
- If you haven't created any teacher profile on BCUD online, the create one. For details please contact your college. For details please visit http://bcud.unipune.ac.in/Files/General/Teachers_accounts.html
- If you have **duplicate teacher profiles** on system, please remove other profile (s) than which you want retain on online system.

- Every teacher profile can create his account from college login of BCUD online. Also you can reset password from same college account
- If You have transferred to new college/ joined different college , you can migrate your profile from old college account to new one, for details please visit / login to your teacher account , use link "transfer College"
- Please update your financial details for faster and effective payments from Pune University. This can be updated by logging into your individual teacher account on BCUD online.

About Exam Teacher Appointments

- The teachers who have teacher profile on BCUD online can download their appointment from their teacher account
- In case while adding your appointment Exam Co-ordination Section of university do not found you profile , then it will be added under you college account. In such case your appointment is displayed on College account but order cannot be downloaded unless
 - College **Map your appointment** to your Teacher profile which is present under their college. For this purpose there is online facility under every college BCUD online account to view appointed teachers under their college and also map teacher appointed to his respective profile from college
 - In case you haven't created account/profile on BCUD Online, then create one using your college account and then map appointment to your profile
- If you are appointed as **Team Chairman** for Particular exam panel then your full **Team List** is accessible to you under your teacher Profile Account.

Instructions For Colleges

- It is important that you should update College Exam Officer (CEO) for future examination updates.
- While filling teacher profile we expect you to fill teachers personal email, mobile number, PAN card number rather than college's email or mobile number. As appointment mail is confidential thing so we expect every teachers individual email id, mobile number should be updated. Also PAN number is required for teacher
- List of appointed teachers from your college will be displayed to you on your BCUD online College Account.
- If displayed Teacher do not have his teacher profile under your college then his Name will be displayed with "****" marked to his name. Such teachers cannot download their appointments.
- If teacher is marked with *** then please map his Teacher profile from your college account or Create new profile (if already not there) and map it.
- If any teacher displayed in college account does not work under your college (including those marked with *** or without ****), then please remove them from using remove teacher facility present at teacher appointment page. In such case their appointment is removed from your

college, a notification will be sent TO Exam Co-ordination department. For Such teachers dept will personally communicate with them

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