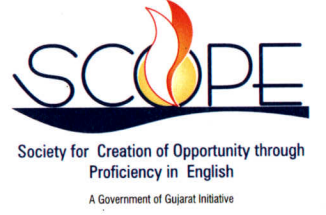


# SOCIETY FOR CREATION OF OPPORTUNITY THROUGH PROFICIENCY IN ENGLISH

(A Government of Gujarat Initiative)



SCOPE/Increment Remuneration/2022-23/0045

Date: 21-5-2022

## ::Office Order::

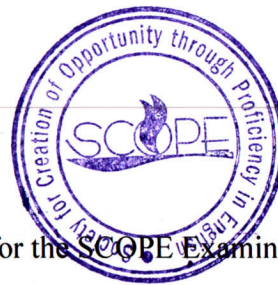
The Society for Creation of Opportunities through Proficiency in English (SCOPE) is one of its kind of initiative by the State Government and has been successful to achieve its objective. SCOPE in association with Cambridge University offers two variants of Exams i.e. CEPT (Cambridge English Placement Test) and Linguaskill Business.

SCOPE offers remuneration to college staff who help in conducting the exams as a token of gratitude and encouragement to involve more students in these tests. As per the discussions held in the 27<sup>th</sup> Executive Committee Meeting of SCOPE chaired by Hon'ble Chairperson EC, the decision was taken to increase the remuneration provided to the college staff associated with SCOPE Examination.

Increment in the Remuneration is shown in the given table:

Sr No.	Designation	Remuneration (Per Day)
1	Principal	Rs. 750/-
2	SCOPE Coordinator	Rs. 600/-
3	SCOPE Lab Assistant (ETRP)	Rs. 500/-
4	Peon-1	Rs. 200/-

The increment in the remuneration shall be applicable from 1<sup>st</sup> April 2022.



**M. Nagarajan (IAS)**  
CEO, SCOPE

**Enclosed:** Duties & Guidelines of the coordinator for the SCOPE Examination.

### To:

1. All colleges/ Institutions registered with SCOPE
2. The Principal -All Government and Grant-in-aid College
3. SCOPE Coordinator -All Government and Grant-in-aid College

### cc. to:

1. P.A.to Commissioner of Higher Education, CEO, SCOPE, Block No: 12, 2<sup>nd</sup> Floor, Sector -10, Old Sachivalya, Gandhinagar.
2. P.A.to Principal Sectary Education (Higher & Technical), Block No: 05, 8<sup>th</sup> Floor, New Sachivalya, Gandhinagar.
3. SCOPE Exam Agency.

## **SOCIETY FOR CREATION OF OPPORTUNITIES THROUGH PROFICIENCY IN ENGLISH (SCOPE)**

FACULTY BLOCK, FIRST FLOOR, "PRAGNA PURAM" (KCG CAMPUS), NR. L. D. COLLEGE OF ENGINEERING, OPP. P.R.L.,  
NAVRANGPURA, AHMEDABAD - 380015 | CONTACT: 079-29708067

### **Duties and Guidelines of the coordinator for SCOPE examination**

- To check whether the coordinator of each college has been 'Role Assigned' by the principal as 'SCOPE Coordinator' on 'UDAYAM'.
- The Coordinator/Lab Assistant will have to go to the 'Exam Registration' available on the SCOPE website and provide guidance for the online registration to the students. For this one can do workshops/seminars in college at the college level.

### **Main steps for the SCOPE Exam Registration: -**

1. Students will be registered on the SCOPE UDAYAM Portal and registered students will be verified by the coordinator.
2. Students will have to fill/upload their information and details of fees and related documents. Such as Photo, Signature, and SCOPE Exam Fee Receipt.
3. Fee details of each student and the total number of students will be checked by the coordinator.
4. The Coordinator has to deposit all the student fees through RTGS/NEFT/Check /DD in the SCOPE bank account and fill in the details on the SCOPE UDAYAM portal and send it to the SCOPE admin for verification. In addition, SCOPE Coordinator will also be able to make payments through the online payment option on the UDAYAM portal so that money can be deposited directly into SCOPE's bank account.
5. The SCOPE coordinator will send the details of students and fees to the SCOPE admin.
6. SCOPE admin will check the information of fees and students' details
7. A hard copy of the results will be delivered to the coordinator by the SCOPE Exam Agency.
8. Students will be able to view their grades from their UDAYAM portal profile. And get a hard copy of the result from the SCOPE coordinator.
  - The USER MANUAL for Coordinator/Lab Assistant for SCOPE Exam is also posted on SCOPE's website in which the detailed roles and responsibilities of Coordinator/Lab Assistant are given. It is suggested for the coordinators/lab assistants to study the Manual thoroughly.
  - The 'USER MANUAL' for student registration regarding the SCOPE examination is also posted on the SCOPE website which gives guidelines for:
    - Registration
    - Uploading photo and signature
    - Uploading receipt
    - Submitting form

Thus, the coordinator should study the manual in detail, and according to which the students have to be guided and post the instruction on the notice board of the college or on their own website (if any).

- The coordinator has to fill the preferable dates form very carefully, once dates have been chosen by the coordinator, the change will not be entertained, as the Hall tickets' will be generated as per the chosen dates. If rescheduling is needed, the college has to pay Rs.100/- per candidate for the new dates.
- The coordinator will have to process the online registration of the students on the 'COGENT' portal available on the SCOPE website. In case of any technical problem at the time of registration of the students on this portal, contact the helpline numbers of 'UDAYAM' and 'SCOPE' for the solution.

<b>UDAYAM</b>	Email: info@gujgov.edu.in	Ph: +91 9979100152
<b>SCOPE</b>	Email: udayam-scope@gujgov.edu.in	Ph: 079-29708067

- After the registration of students, each coordinator will have to do regular verification and approval. Each coordinator has to make sure that the process has been done without delay.
  - The principal and coordinator/lab assistant from the colleges are required to be present whenever any training or seminar is organized on the SCOPE Exam registration process.
  - The SCOPE coordinator will have to follow the procedure prescribed by the SCOPE office for registration.
  - Students will be able to see the result in the 'Result' TAB in the student profile only after the result has been declared by the SCOPE after completion of the examination. If any students will find difficulty in the results on his/her UDAYAM portal, the coordinator should write about the issue on the UDAYAM COGENT Portal profile, every college will get the results in hard copy through the Exam agency. Every coordinator/lab assistant should make sure that the hard copy of the results reaches the students.
9. To fill the Google form of SCOPE for Remuneration(<https://bit.ly/Remuneration-2022>) and Reimbursement(<https://bit.ly/Reimbursement-2022>) is mandatory for the college coordinator.
- Very importantly each coordinator has to fill the Google form(<https://bit.ly/SCOPE-Fees>)immediately after the payment of exam fees as the exam fees have to be paid by **NEFT/RTGS/Cheque. If the google form is not filled by any college after the payment of exam fees, that college will not be eligible to receive the remuneration for conducting SCOPE exam.**
  - The college coordinators will have to write the information about their college's name, and address as per the Government Certification.
10. In the future, colleges have to follow the method of exam (online/offline) as per the SCOPE guidelines and follow the process accordingly.