

UNIVERSITY SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

25/2/16

Subject: Duty Chart for Minor Examination of USICT from 29 Feb to 04 March 2016

Please find the enclosed duty chart and instructions for invigilators for Minor Exam to be held from 29 Feb to 04 March 2016.

Manoj Kumar
Dr. Manoj Kumar
Associate Professor
USICT, GGSIPU

CC:

1. Dean, USICT for information
2. Dean, University School of Management Studies
3. Dean, University School of Basic & Applied Sciences
4. Dean, University School of Humanities & Social Sciences
5. Head UITS (with request to upload the duty chart on website)
6. All faculty members USICT through email

100/0577/3792
25/2/16

Dated: 25/02/2016

Instructions to Invigilator

Invigilators are required to adhere to the following guide lines :

1. Report to the control room 15 minutes before the commencement of the examination. **Control Room is ETL 312/313**
2. Do not allow any cell phone with the students
3. Ensure the students are sitting according to the seating plan.
4. Answer sheets should be distributed at least 5 minutes before the exam.
5. Ensure that student has written the **complete** Roll No. and **course code** on the answer sheet.
6. Do not entertain any query from the students regarding the question paper.
7. No supplementary sheets allowed.
8. Ensure that the student has entered the serial no. of answer sheet used in the attendance sheet.
9. No invigilator should change his allotted duty without prior intimation.
10. No invigilator should leave the center without informing the control room.
11. Arrange the answer sheets as per the seating plan.
12. After the examination invigilators must submit the following material duly signed to the control room
 - A) Seating plan indicating present/absent students
 - B) Answer sheets, attendance sheet, question papers etc.


Dr. Manoj Kumar
Associate Professor, USICT

