

DYAL SINGH COLLEGE (DAY): LODI ROAD: NEW DELHI

DSC/ADMN/

«SNO»

9 May 2023

Dear Dr/Mr./Ms/Mrs. «NAME»,

As you are aware that the University Semester Examination are commencing from 11th May 2023

. The duty list of the teaching staff for the University Semester Examination May 2023 is being notified. **I am sure all members of the staff will extend their earnest co-operation in the smooth conduct of the examination. If you are unable to report for duty on a particular day, you should apply for suitable leave in advance and give at least 24 hours' notice to the Superintendent and arrange for replacement from among your colleagues. You, will, however, complete the requisite number of duties. Additional duties can be assignment later if, required.**

If you have University examination Script evaluation duty clashing with invigilation duty, inform the college along with letter of appointment as examiner for exemption of invigilation duty or arrange for mutual exchange of duty.

Kindly note down following invigilation duties are assigned to you.

Morning Duties: - «MORNING» -2023

«MDUTY» Morning Duties

Evening Duties: - «EVENING» -2023

«EDUTY» Evening Duties

Total duties: «TOTAL»

In this connection, your attention is drawn to the following prescribed guidelines for the Conduct of Examination.

- 1 **If any relative/ward of yours is appearing in any examination of the University Semester Examination 2023**
- 2 **Please inform Superintendent so that you are not given Invigilation duties on those days. Alternate duties will be given, if already assigned.**
- 3 **The Invigilator should report for duty to the Superintendent half an hour before the commencement of the Examination, i.e. 08.30 a.m. for the morning session at 02:30 p.m. for the evening session. They are required to be present in the examination room 15 minutes prior to commencement of examination.**
- 4 **The invigilator shall remain in the Examination Hall during the time allotted for each paper and shall not leave the hall without the permission of the Superintendent. They are required not to engage themselves in study or conversation in person or on mobile phone in the examination hall or in the corridor.**
- 5 The Invigilator has to ensure that the candidate is occupying the correct allotted seat to him/her. In case shifting is permitted, reasons thereto may be indicated.
- 6 The invigilators are expected to help the Superintendent in the distribution of question papers and answer books, etc., to the candidates and in collection of answer books from the candidates at the close of the examination. They shall also help the Superintendent in arranging the answer books for the dispatch. **At the time of collecting the Answer-Books full care should be taken that no candidate takes away with him/her the answer-book, otherwise the invigilator concerned shall be responsible for negligence of duty.**
- 7 The Invigilator will help the Superintendent in preparing a list of candidates present at the examination and in verifying their identity by comparing their signatures with those available on the Admission Ticket.
- 8 **If any candidate is found using unfair means at the examination or creating disturbance or acting in any manner so as to cause inconvenience to other candidates or is found in possession of mobile phone, the invigilator should at once report the matter to the Superintendent. Mobile phones are to be kept outside the examination hall.**
- 9 The Invigilator should also bring to the notice of the Superintendent any complaint or difficulty faced by a candidate in connection with question paper set for the examination.
- 10 Please ensure accurate reproduction of question paper details on front page of Answer script by the candidate.
- 11 Please write your name & signature in the box on the Answer Script.
- 12 Script of absentee duly marked so with University Roll number are to be returned to exam control room arranged along with other script.
- 13 **It is mandatory to perform the allotted number of duties. In case of emergency kindly submit a suitable leave application.**

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Principal / Superintendent Examinations.