

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

Subject: Duty Chart for Minor Examination-2 of USICT from 10/04/17 to 13/04/2017

Please find the enclosed duty chart and instructions for invigilators for Minor Exam-2 (USICT) to be held from **10/04/17 to 13/04/2017**

Dr. Manoj Kumar
Associate Professor
USICT, GGSIPU

Manoj Kumar
5/4/17

CC:

1. Dean, USICT for information
2. Head UITS (with request to upload the duty chart on website)
3. All faculty members USICT through email

Dated: 05/04/2017

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.

Manoj Kumar 5/4/17
Dr. Manoj Kumar
Associate Professor, USICT

Duty Chart for Minor Examination of USICT from 10 April 2017 to 13 April 2017 (Control Room ETL 312/313)

Dates	10.4.2017					11.4.2016					12.4.2016					13.4.2016						
	TIME :	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	
Dr.P. S. Bharti								P														
Dr. R. Rama Kishore	P																					
Dr. R K Purwar		P																				
Dr. Anju Saha			P																			
Dr. Manoj Kumar,	CR																					
Dr. VP Vishwakarma				P																		
Dr.. Anurag Jain					P																	
Dr. S K Malik																						
Dr.. Sartaj Singh Sodhi				P			P	P			P											
Dr. Rinkaj Goyal	P																				CR	CR
Sh. Parijat Mathur			P																			
Sh. Ashish Payal											CR	CR										
Ms. Jyotsna Yadav																						
Sh. R. L. Ujjwal			P									P										
Mrs. Reena Gupta																						P
Dr . M. Bala Krishna																						
Mrs. Anuradha Chug						CR	CR	CR	CR	CR												
Sh. Rahul Johari											P	P	P									
Mrs. Priyanka Bhutani														P								
Dr. Vandana Nath,																						
Mrs. Kamaldeep Kaur			P					P														
Ms. Mansi Jhanb								CR	CR	CR												
Ms. Jaspreeti Singh																	CR	CR				
Ms. Ruchi Schrawat	CR	CR																		P	CR	CR
Mrs. Asna Furkan																					P	P

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	TIME :	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40
Chakresh kumar																
Shweta Dabas																
SR Meena									P	P						
Priyanka Choudhary	P	P														
Geetanjali Chopra	P	P														
Shimpee Scema,	P		P													
Sh. Syed Aamiruddin,																
Ms. Khyati Ahlawat																
Sh. Avinash,																
Sh Ashish																
Kaushik Midya																
Dileep Kumar Dwivedi																
Pankaj kumar Singh,																
Onkar Chawla																
Mr. Amrit Pal Singh	P															
Ms. Anjali Jain																
Ms. Versha Sisodia	P															
Deepak Sharma	P	P														
Shubhra	P	P														
Madhuri Yadav																
Sudesh Yadav	P	P	P													
Swati Maurya	P															
Apeksha Mittal	P															
Kirtee Panwar	P															

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	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	10.00	11.30	1.00	2.30	3.40	
Namita Arya						P					P					
Ritika Verma	P						P								P	
Sarur Sharma						P					P	P				
Shweta Rani						P					P	P				
Neha Jain						P					P	P				
Karishma Varshney						P					P					
Ajit Singh							P	P								
Vishva Pratap Singh							P		P					P		
Abhishek Singh							P				P					
Rahul Kannoja							P			P				P		
Sahil Dalal							P			P						
Aditi Gupta						P				P					P	

P : Present for Invigilation

CR : Duty in control room

TEACHERS SHOULD REPORT ATLEAST 10 MINUTES BEFORE THE COMMENCEMENT OF EXAMINATION in the CONTROL ROOM No ETL 312/313, E Block