

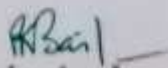
Maharaja Agrasen Mahavidyalaya, Jagadhri

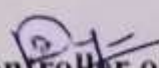
18/09/2020

Notice

As per the guidelines of KUK, examination-2020 and evaluation is important and time bound. The efficient and smooth conduct of examination and timely completion of each task (Examination & Evaluation) can be ensured only with the cooperation of all. They are expected to be aware of procedure and time schedules which they would adhere too. So, all the members of faculty are required to complete the assigned work with utmost care, dedication and ensure the timely completion of task. All staff members deputed on university exam are requested to adhere to the following further instructions along with those already circulated-

1. All the Invigilators/E-mail ID Incharges deputed on University Exam duties are required to submit the dully signed record of total strength/No. of copies received via email to the Centre Superintendent on the same day.
2. The Centre Superintendent is required to submit the report of total strength subject wise/invigilator wise to the undersigned daily.
3. Teachers will ensure timely help/advice to the students who are in trouble of non-submission of answer sheets via E-mail like, server down issue, internet connectivity issue or failed email delivery etc.
4. The Assistant Co-ordinator of the evaluation centre will ensure the collection and distribution of answer sheets (Online/Offline) on the next day of the examination held to streamline of evaluation process.
5. He will report to undersigned daily regarding progress of evaluation work.
6. In case of any kind of leave it should be informed to the undersigned and to the Centre Superintendent one day prior to the date of duty assigned, so that any inconvenience in exams can be avoid. However, the leave does not dilute the responsibility of the person concerned in any way.
*It is important to note that in case of leave, E-mail ID Incharges will remain responsible for the preparation and submission of record of answer sheets uploaded on their E-mails.
7. All the staff members are expected to be skillful and adhere to rules of KUK while dealing with the complex situation and not to disturb the tranquility in the examination. However, in case of any problem he/she may bring the matter to the notice of undersigned.
8. All are expected to maintain utmost efficiency, confidentiality and complete secrecy related to the examination in all circumstances.


Principal


Controller of Exam