



MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE DELHI-110096



December 20, 2023

Office Order (Examination)

All faculty members are hereby informed that it is part of their duty to perform invigilation & evaluation duties during the end semester examination. All faculty members are requested to maintain highest degree of professionalism & actively participate in all activities as defined in Ordinance XIII of the University of Delhi Act.

If any faculty member is unable to perform his/her examination/invigilation duty on the scheduled date & time he/she has to himself/herself arrange for alternative amongst the college faculty members & inform the Deputy Superintendent about the said arrangement which may be considered in case of emergency only.

Checklist for Invigilators:

- 1 Kindly report at the Examination Control Room No. 229 half an hour before the starting of the Examination for Morning duty by 9.00 am and for Evening Duty latest by 2.00 pm.
- 2 Announce at the commencement of the exam that the students must check that no restricted items like handwritten or print material, mobile phones, digital watches, Bluetooth devices, ear pods, pen drive, hands free etc., or any other suspicious material is with them or in and around their sitting space before the commencement of the exam.
- 3 Kindly report to the concerned Deputy Superintendent (DS) or the Control Room for any suspicious or unruly behavior.
- 4 Kindly ensure that no student is allowed inside their allotted rooms after half an hour of commencement of examination.
- 5 While taking their attendance, kindly check and ensure that the admit card of the student is matching with their college Id/Adhar card.
- 6 Kindly ensure that no student is allowed to leave the room in the last half hour of the Examination for going to the washroom, except in the case where he/she has completed the paper and finally submitted the same.
- 7 Kindly be alert and be present inside your allotted rooms only and avoid use of mobile phone except in the case of emergency.
- 8 All relievers to be present in the college from start until the end of the examination.



Sanjeev Kumar Tiwari
20/12/2023
Prof. Sanjeev Kumar Tiwari
Principal (Offg.)

Copy to: 1. Email to all Faculty Members
2. College Website

Principal (Offg.)
Maharaja Agrasen College
University Of Delhi
Vasundhara Enclave, Delhi-96