

**ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
BAWANA, DELHI-110039**

EXAMINATION NOTICE
IMPORTANT INSTRUCTIONS FOR INVIGILATORS URGENT PERSUAL

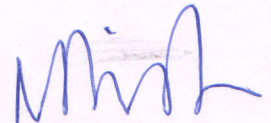
Dated: 01.05.2018

Invigilators may kindly note:

1. Examination time
Morning: 9.00 AM to 12.00 noon
Evening: 3.00PM to 6.00PM
2. Reporting time:
Morning: 8.30 AM
Evening: 2.30 PM
3. Invigilators should ensure that students are sitting in the sequence of their roll no.
4. Please ensure that roll no of the absentee should be copied correctly on the answer sheet of the absentee as well as on the attendance sheet.
5. Digital/Smart watches and other electronic gadgets are strictly prohibited in the examination room.
6. If there is any change regarding the invigilation duties (CL/EL/Mutual Exchange etc.), teachers must inform the examination committee three days prior to the duty. The notice may be 24 hours only in case of an emergency. The information must be mailed to info@amv94.org as well.
7. All invigilators would have to stay till the end of examination.
8. All invigilators are requested to adhere to the duties of invigilators as listed in Annexure VI, University of Delhi's rules for invigilators (Uploaded on college website also).
9. The invigilators, while on their duties in the room are requested not to speak on their mobile phone or chat with any one. The students may not be disturbed under any circumstances. Any complaint will be dealt with seriously.



**DR. MAMTA SHARMA
PRINCIPAL**



**DR. NALINI SINGH
CONVENER
EXAMINATION COMMITTEE**