

INSTRUCTIONS TO TEACHERS FOR QUESTION PAPERS & EXAM SUPERVISION

Important Dates

| Particulars | Date |
|-------------------------------------|---|
| Last date for teaching | 10.12.2021 |
| Last date for Paper Submission | 10.12.2021 |
| Last date for Marksheet Submission | 27.12.2021 |
| Recommencing of teaching | Next day after completion of respective discipline exam |
| Showing Answersheets to the Student | 29.12.2021 to 30.12.2021 |

- In the subjects, where more than 1 teacher is involved, any one teacher can take responsibilities for drawing and submission of the question paper.
- Faculties are requested to submit block wise bunch/es of their question papers in a sealed cover to the following exam committee member on/before Friday, 10.12.2021.
- The numbers of copies of question papers required (Per block) are as per blockwise seating arrangement of students with five extra copies.
- In case of change in the supervision with other faculty member, he/she has to inform it to the Exam coordinator of exam committee 2 days before exam.
- Faculties are informed to finish their paper/s evaluation and prepare the marksheet in 4 copies (1 Original + 3 Xerox) on or before Monday, 27.12.2021. The original copy of marksheet to be submitted to respective discipline incharge for internal exam as stated above. One copy of Marksheet will be displayed on the notice board for the information of the students and one copy of Marksheet will be submitted to the concerned coordinator. One personal copy should remain with concern faculties.

Date: 03/12/21

Arpita Arora
Dr Arpita Arora
Director