

D.A.V. Edward Ganj Sen. Sec. Public School, Malout

Important Notice **(Pre-Board: 2015-16)**

- 1) The duty chart for invigilation assignments concerning the Pre-Board 2015-16 will be circulated daily. Each member of the faculty is to note his / her assignment(s) carefully and to perform the assigned duties accordingly. No teacher is to leave the examination room during the examination hours except in case of some unforeseen emergency and that to with alternative arrangements.
- 2) No leave will be sanctioned during the examination days.
- 3) Roll Nos. and Seating Plan will be same as of December Test-2015.
- 4) Each Class In charge must note the Examination Roll Numbers carefully. The students must be intimated about their examination roll nos. and seating arrangement and are to be strictly instructed to sit on the fixed seats daily. Each class in charge will ensure the number of benches on **09.01.16** with the help of **Mr. Raj Kumar & Mr. Sukhdarshan**. Any problem can be discussed with **Mr. Pardeep Gupta**, Sub-In charge Examination regarding seating arrangement.
- 5) The teachers who have set the question paper(s) (concerned subject teachers) must report at **8:40 a.m.** in the office of the principal on the days of examination only in order to make necessary corrections caused due to printing.
- 6) **Evaluation centre will be Library only.**
- 7) Misuse and unnecessary wastage of stationary is to be checked by all concerned.
- 8) *Mr. Om Prakash* and *Mrs. Sunita* will act as Stationary In charges and relievers. *Mr. Sukhdarshan (peon)* and *Mr. Raj Kumar (Sweeper)* will assist them in issuing & maintaining stationary.
- 9) Answer sheets are to be carried home also for evaluation in time. Evaluation work will be completed by all evaluators latest by **28.01.16**.
- 10) Evaluated answer sheets are to be distributed to the students on **29.01.16**.
- 11) Submission if result to In charge Exams latest by **30.01.16**.

Balwinder Taneja
In Charge, Exams

G.C. Sharma
Principal

C. C. To:

- 1) Mrs. Amarjeet Makkar, Headmistress
- 2) Notice Board, Faculty Room