Bal Bharati
PUBLIC SCHOOL
Sector – 21, Noida
Phone : 0120-2534064, 2538533 / E-mail :bbpsnd@balbharati.org
Website : http://bbpsnoida.balbharati.org

ION/45/2019-20 Date: 05 Feb, 2020

TEAM FOR AISSCE / AISSE EXAM (2018-19)

Centre Superintendent : **Mrs Asha Prabhakar (Principal)**

Dy Centre Superintendent : **Ms Anupama Motwani (VPL)**

S.N	AREA OF RESPONSIBILITY	STAFF ON DUTY	ASSISTANCE	
	Overall Incharge of AISSCE/AISSE 2019-20 Exam	Ms Ruby S	Ms Asha M & Mr Anshul D	
1	**Stationery Cell** • Accountability of CBSE Answer Scripts on a day-to-day basis. • Preparing of Attendance files for all examination rooms on a daily basis. • Duty chart for invigilators (Day wise) • Marking the Attendance of Invigilators.	Mr Anshul D Ms Ruby Singh	Mr. Ompal, Mr. Dipti	
2	**Storage of Question papers in the Bank** • Arrangement of Question Paper day wise (Syndicate Bank).	VPL/ Ms Ruby S (For checking and verification of Question Papers)	Mr Deepak	To escort staff to the bank
3	**Collection of Question Papers from Syndicate Bank** • Preparation of authority letter for collecting question papers from the bank.	VPL, Mr D Bist, Mr Deepak (To report in the Bank at Sharp 9:00am) **Mr D Bist to use his car for collection of Question papers.** **(Rs. 1500/- will be paid as petrol expenses in advance.)**	Mr A Halder (To supervise & Co-ordinate)	
4	**Day wise Seating Plan** • Preparation of day wise Seating plan for students. • Duty chart for teachers to be posted on the day of exam • Marking of Roll nos in the classrooms. • Pasting the seating plan outside the school gates	Ms Ruby Singh / Ms Asha Menon (Both teachers to work in co-ordination) Mr Anshul Dubey	Mr Deepak Mr Narender Mr Sunderlal Mr Jagatpal	
5	**Opening and Distribution of Question papers** • Opening of question papers. • Distribution of question papers and attendance sheets.	Ms Ruby Singh, Ms Asha M, VPL and Invigilating staff from various Noida Schools	Mr Deepak, Mr Dipti, Mr Ompal, Mr Narender Mr Jagatpal & Mr Sunderlal	
6	**PWD Candidates** • Verification of documents of the candidate and scribe • Communication with the schools	Ms A Gaur	Ms Neha Yadav	
7	**BBPS Students** • Generating Admit Cards • Maintaining of Duplicate I-Card File • Ensuring Teacher Attendance at VBPS including issuance of authority letter to the teachers	Mr J M Pant / Ms R Vaid / Ms Shally W Ms Asha Menon	-- Mr Santhosh Kumar	
8	**Packing and Dispatch of Answer Scripts** • Collection of answer scripts • Packing and Dispatch of answer scripts. • Filling-up of all relevant Proforma. • Dispatch and deposit of the parcel at the nearest Post Office.	Ms Ruby Singh Ms Asha M & Mr Anshul D Ms Ruby S Mr Ajay Tyagi, Mr Anshul D, Mr Dipti & Jagatpal. **Mr Ajay Tyagi to use his car for depositing the Answer Scripts at the Nearest Post Office. (Rs. 5000/- to be paid as petrol expenses in advance.)**	Mr Deepak Mr Narender & Mr Sunderlal	
9	**Uploading of Centre Report**	Ms Asha Menon	Mr Narender	
10	**Gate Duty & Flying Squad** Commences from 09.15 a.m. to 10.30 a.m. Dispersal time : 01.20 p.m. onwards • Frisking of students and checking of ADMIT CARDS. • Flying Squads to take minimum 3 rounds of each floor and check the toilets/other areas vigilantly.	**Left Side (Girls)** Ms Rani N & Ms Preeti Jain **Right Side (Boys)** Mr D Bist & Mr Vardhan	Supervision of student Movement Mr A Halder, Mr D Bist Mr B B Srivastava, Mr Ajay Tyagi	

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	Overall Incharge of AISSCE/AISSE 2019-20 Exam	**Ms Ruby S**	**Ms Asha M & Mr Anshul D**
11	**Escort Duty** • To guide the students to the examination halls from 09.15 a.m. to 10.45 a.m.	Mr Tarachand, Mr Ramesh, Mr Ashutosh, Mr Narender, Mr Ompal, Mr Mohan, Mr Jagatpal & Ms Pinky	
12	**Miscellaneous** • Programing of School Bell (10.00 a.m., 10.30 a.m., 11.30 a.m.,12.30 p.m., 01.20 p.m., 01.30 p.m.) • To serve water to the candidates	Mr Jitender Pant, Ms Asha M & Mr Narender Mr Deepak (Supervision)	-- Mr Sohnvir, Mr Sanjeev, Mr Sanjay, Mr Vinod
13	Deputing Support Staff on daily basis (List to be provided by VPL)	Mr A Halder	Mr Ajay Tyagi
14	**Winding up** • Returning the unused answer scripts. • Preparing of Centre Charges bill	Mr Anshul D & Ms Asha Menon Ms Ruby Singh	Mr Ompal , Mr Dipti

Asha Prabhakar

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(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर

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