



## TEAM FOR AISSCE / AISSE EXAM (2021-22)

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

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

S. N	AREA OF RESPONSIBILITY	STAFF ON DUTY	ASSISTANCE	
	<b>Overall Incharge of AISSCE/AISSE 2021-22 Exam</b>	<b>Ms Anupama Motwani</b>	<b>Ms Ruby Singh &amp; Ms Asha M</b>	
1	<b>Stationery Cell</b> <ul style="list-style-type: none"> <li>Accountability of CBSE Answer Scripts on a day-to-day basis.</li> <li>Preparing of Attendance files for all examination rooms on a daily basis.</li> <li>Duty chart for invigilators (Day wise)</li> <li>Marking the Attendance of Invigilators.</li> </ul>	Ms Ruby Singh  Ms Asha Menon	Mr. Ompal, Mr. Narendra	
2	<b>Storage of Question papers in the Bank</b> <ul style="list-style-type: none"> <li>Arrangement of Question Paper day wise (Syndicate Bank).</li> </ul>	VPL/ Ms Ruby S (For checking and verification of Question Papers)	Mr Deepak Mr Dipti	To escort staff to the bank
3	<b>Collection of Question Papers from Canara Bank</b>  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) <b>Mr D Bist to use his car for collection of Question papers.</b> <b>(Rs. 1500/- will be paid as petrol expenses in advance.)</b>	Mr A Halder (To supervise & Co-ordinate)	
4	<b>Day wise Seating Plan</b> <ul style="list-style-type: none"> <li>Preparation of day wise Seating plan for students.</li> <li>Duty chart for teachers to be posted on the day of exam</li> <li>Marking of Roll nos in the classrooms.</li> <li>Pasting the seating plan outside the school gates</li> </ul>	Ms Ruby Singh / Ms Asha Menon (Both teachers to work in co-ordination)  Mr Harinder/Mr Ompal	Mr Deepak Mr Narender Mr Sunderlal Mr Jagatpal	
5	<b>Opening and Distribution of Question papers</b> <ul style="list-style-type: none"> <li>Opening of question papers.</li> <li>Distribution of question papers and attendance sheets.</li> </ul>	VPL, Ms Ruby Singh, Ms Asha M and Invigilating staff from various Noida Schools	Mr Deepak, Mr Chirag Mr Ompal, Mr Narender Mr Jagatpal & Mr Sunderlal	
6	<b>PWD Candidates</b> <ul style="list-style-type: none"> <li>Verification of documents of the candidate and scribe</li> <li>Communication with the schools</li> </ul>	Ms Rajeshwari	Ms Neha Yadav	
7	<b>BBPS Students</b> <ul style="list-style-type: none"> <li>Generating Admit Cards</li> <li>Maintaining of Duplicate I-Card File</li> <li>Ensuring Teacher Attendance at DAV including issuance of authority letter to the teachers</li> </ul>	Mr Meetu T / Ms Meenakshi G/ Ms Rachna S / Ms Indula  Ms Asha Menon	--  Mr Santhosh Kumar	
8	<b>Packing and Dispatch of Answer Scripts</b> <ul style="list-style-type: none"> <li>Collection of answer scripts</li> <li>Packing and Dispatch of answer scripts.</li> <li>Filling-up of all relevant Proforma.</li> <li>Dispatch and deposit of the parcel at the nearest Post Office.</li> </ul>	Ms Ruby Singh Ms Asha M Ms Asha M <b>Mr U Verma, Mr Anoop Dixit, Mr Vardan along with Mr Ompal / Mr Narender/ Mr Sunderlal to deposit the answer scripts at the Regional office as per the duty chart circulated by the School CBSE Exam Cell . Each of the # teachers to use their car and will be paid Rs 1500/- each for the use of their vehicle</b>	Mr Deepak, Mr Ompal Mr Narender & Mr Sunderlal	
9	<b>Uploading of Centre Report</b>	Ms Asha Menon	Mr Narender	

S. N	AREA OF RESPONSIBILITY	STAFF ON DUTY	ASSISTANCE
	Overall Incharge of AISSCE/AISSE 2021-22	Ms Anupama Motwani	Ms Ruby S & Ms Asha M
10	<b>Gate Duty &amp; Flying Squad</b> Commences from 09.15 a.m. to 10.30 a.m. Dispersal time : 01.20 p.m. onwards <ul style="list-style-type: none"> <li>• Frisking of students and checking of ADMIT CARDS.</li> <li>• Flying Squads to take minimum 3 rounds of each floor and check the toilets/other areas vigilantly.</li> </ul>	<b>Left Side (Girls)</b>  Ms Rani N  <b>Right Side (Boys)</b> Mr D Bist & Mr Vardhan	Supervision of student Movement - Mr A Halder, Mr D Bist Mr Vardan, Mr Ajay Tyagi
11	<b>Escort Duty</b> <ul style="list-style-type: none"> <li>• To guide the students to the examination halls from 10.30a.m. to 11.00 a.m.</li> </ul>	Mr Tarachand, Mr Ramesh, Mr Ashutosh, Mr Narender, Mr Ompal, Mr Mohan, Mr Jagatpal & Ms Pinky	Mr Sohnveer, Mr Sanjeev, Mr Gulab
12	<b>Miscellaneous</b> Programing of School Bell (10.30 a.m., 10.45 a.m.,11.00 a.m,11.10 a.m, 11.30 a.m.,12.30 p.m., 01.20 p.m., 01.30 p.m.)	Mr U Verma , Mr Sachin  Mr Deepak (Supervision)	Mr Narendra  Mr Gulab
13	Deputing Support Staff on daily basis (List to be provided by VPL)	Mr A Halder	Mr Ajay Tyagi
14	<b>Winding up</b> <ul style="list-style-type: none"> <li>• Returning the unused answer scripts.</li> <li>• Preparing of Centre Charges bill</li> </ul>	Ms Asha Menon VPL, Ms Ruby Singh , Ms Asha Menon	Mr Ompal , Mr Narendra

Distribution:  
VPL, HMs, A.O,  
All Staff, Website,  
File

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

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