



DETAILED DUTY LIST – AISSE / AISSCE 2021-22

S NO	DESCRIPTION	SUPERVISION	ACTION	CEASE ACTION
1	<ul style="list-style-type: none"> All rooms to be prepared as per the requirement on a daily basis, checked for cleanliness on a daily basis Furniture to be organised: 24 benches in each room Washrooms to be made available on each floor; cleaning staff to be seated outside the washrooms 	Ms Ruby Singh	Mr Dipti / Mr Harender and support staff	Arrangements to be checked before dispersing for the day.
2	Clocks in all the classrooms (12ABCD; 11ABCD; 10ABCD; 9ABCD; 8ABCD; 7ABCD) to be checked for presence and working condition	Ms Ruby Singh	Mr Ompal	23.4.2022
3	<ul style="list-style-type: none"> Preparing the information display outside the control room; Providing a copy of all relevant formation to PPL and preparing the display board for putting the seating plan outside the school Displaying the posters of barred materials outside both the gates 	Ms Asha M	Mr Deepak Mr Sunderlal	A day prior to each exam
4	Procuring stationery; facsimile stamps; subject specific stamps; scissors/blades/packing material	Ms Ruby S	Mr Deepak	23.4.2022
5	<ul style="list-style-type: none"> Preparing authority letter for bank; Receiving to be given to the bank on receipt of questions papers; Relieving letter for teachers going to DAV 	Ms Asha M	Mr Santhosh, Mr Deepak	One day prior to each exam day
6	Programming of the bell	Ms Asha M	Mr Umesh Verma , Mr Sachin U	
7	Preparing the day to today files with answer copies/attendance sheets/proforma for usage of supplementary sheets and washroom usage	Ms Ruby Singh	Mr Narendra Mr Ompal	One day prior to each exam day
8	Deputing support staff on daily basis	Mr A Halder	Mr Deepak	
9	Pasting the daywise seating plans outside the classrooms	Ms Ruby Singh	Mr Dipti Mr Harinder	
10	Making arrangements for drinking water/Procuring glasses and maintaining an inventory	Mr Halder	Mr Ompal	
11	Collection of question papers every morning from the bank at 8.45 am	VPL / Ms Ruby S	Mr Deepak and Mr Dinesh Bist	
12	Managing the traffic outside	Mr A Tyagi	Mr Dipti, Mr Harinder, Mr Jagatpal	
13	Providing entry to the students, frisking etc	Mr A Halder	Boys : (Gate No.2 right side) Mr Dinesh Bist, Mr Vardhan and male guard Girls : (Gate No.2 left side) Ms Rani N and Lady Guard	
14	Escorting of students and pasting of direction arrows	Ms Asha M	Mr Narendra and Mr Sunderlal	
15	Posting of pics to CBSE using CMTM app on receipt of question papers, opening of question paper parcels and packing	PPL	VPL & Ms Ruby S	
16	Uploading centre reports at the end of the exam, taking printouts and maintaining a file	Ms Ruby S	Ms Asha M	
17	<ul style="list-style-type: none"> Preparing invigilation duty charts; Ensuring signatures of all the invigilators every morning and issuing of classwise packets 	Ms Ruby S	Mr Narendra, Mr Ompal	
18	Opening of question paper in the presence of 2 external invigilators at 10:00 a.m, photographing, distribution of Question paper packets	VPL	Ms Ruby and Ms Asha M	

19	Distribution of question papers at 10:00 a.m	Ms Ruby S and Ms Asha M	12 ABCD : Mr Ompal 11 ABCD : Mr Deepak 10 ABCD : Mr Sunder 9 ABCD : Mr Jagatpal 8 ABCD : Mr Narender 7 ABCD : Mr Dipti	
20	Collection of unused question papers/seating plan with attendance in the control room at 10:30am	Ms Ruby and Ms Asha M	Mr Deepak, Mr Ompal and Mr Dipti	
21	Circulation of additional supplementary copies twice a day	Mr Anshul D	11.30 am. Mr Dipti 12.30 pm Mr Narender	
22	Maintaining a day to day account of copies	Ms Ruby S	Mr Anshul D Countercheck : Ms Asha M	
23	Seating plans	Ms Ruby S	Ms Asha M Countercheck : Mr Anshul D	
24	Collection of copies at the end of the exam <ul style="list-style-type: none"> Copies Attendance sheets Unused supplementary sheets Collection of proformas and filing scissors 	Ms Ruby S Ms Asha M Ms Anshul D Mr Dipti & Mr Ompal	Mr Deepak, Mr Ompal, Mr Dipti, Mr Jagatpal, Mr Narender, Mr Sunderlal	Overall Supervision : VPL
25	All paper work and packing	Ms Ruby S & Ms Asha M	All 6 Lab Attendants	
26	Maintaining records of internal and external duties	Ms Ruby S	Ms Ruby S	
27	Dispatch of answer scripts	Ms Ruby S	Mr Ajay Tyagi, Mr Deepak and Mr Jagatpal	Overall Supervision : VPL
28	Briefing PPL about the question paper at the end of the exam by the respective subject teachers	Ms Ruby S	Respective Subject Teacher	
29	Maintaining dispatch records	Ms Ruby S	Ms Asha M	
30	Dispatch of unused copies	VPL	Mr Anshul D, Mr Dipti and Mr Ompal	
31	Billing at the end of the exam	Ms Ruby S	Ms Meetu T & Ms Asha M	
32	Records of PWD candidates; checking verifying	HM (Sr)	Mr Anshul D	
33	Maintaining all financials	VPL	Ms Asha M, Mr Varghese	
34	Amends in TT	VPL / HM (Sr) & HM (Pr)	Ms Anita P Ms Namrta K Ms Ruchika K	Alternative online TT to be kept ready
35	Standby Arrangement	In absence of Ms Ruby S and VPL, HM (Sr) & Ms A Menon will take charge of Examination		

NO TEACHER IS PERMITTED TO AVAIL LEAVE ON THE DAY OF INVIGILATION.

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

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