

**TEAM FOR AISSCE / AISSE EXAM (2022-23)**

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

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

S NO	DESCRIPTION	SUPERVISION	ACTION	CEASE ACTION
1	<b><u>Stationery Cell</u></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> </ul>	Ms Ruby Singh	Mr Ompal, Mr. Narendra, Mr Sunder	
		Ms Asha Menon	Mr Deepak	
2	<b><u>Storage of Question papers in the Bank</u></b> Arrangement of Question Paper day wise (Canara Bank).	VPL/ Ms Ruby S (For checking and verification of Question Papers)	Mr Deepak Mr Narendra	To escort staff to the bank
3	<b><u>Preparation of Examination venue</u></b> <ul style="list-style-type: none"> <li>All rooms to be prepared as per the requirement on a daily basis, checked for cleanliness on a daily basis</li> <li>Furniture to be organised: 24 benches in each room</li> <li>Washrooms to be made available on each floor; cleaning staff to be seated outside the washrooms</li> </ul>	VPL	Mr Dipti, Mr Jagatpal , Mr Sunder and support staff	Arrangements to be checked before dispersing for the day.
4	<b><u>Clocks in all the classrooms</u></b> (12AC; 11ABCD; 10ABCD; 9ABCD; 8ABCD; 7ABCD, 6ABCD and Audi) to be checked for presence and working condition	VPL	Mr Ompal	14.02.2023
5	<b><u>Preparation of Information Boards</u></b> <ul style="list-style-type: none"> <li>Preparing the information display outside the control room;</li> <li>Providing a copy of all relevant information to PPL and preparing the display board for putting the seating plan outside the school</li> <li>Displaying the posters of barred materials outside both the gates</li> </ul>	Ms Asha M	Mr Dipti & Mr Harender	A day prior to each exam
6	<b><u>Procuring stationery</u></b> Facsimile stamps; subject specific stamps; scissors/blades/packing material	VPL	Mr Deepak	14.02.2023
7	<b><u>Programming of the bell</u></b>	VPL	Mr Umesh Verma , Mr Rajkumar	14.02.2023
8	<b><u>Authority Letters</u></b> <ul style="list-style-type: none"> <li>Preparing authority letter for bank;</li> <li>Receiving to be given to the bank on receipt of questions papers; Relieving letter for teachers going to Apeejay</li> </ul>	VPL	Mr Santhosh, Mr Deepak	One day prior to each exam day
9	<b><u>Collection of Question Papers from Canara Bank</u></b> Preparation of authority letter for collecting question papers from the bank.	VPL, Mr D Bist/Mr Vardan, Mr Deepak (To report in the Bank at Sharp 9:00am)	Mr D Bist / Mr Vardhan	Mr D Bist / Mr Vardhan to use their car for collection
10	<b><u>Opening and Distribution of Question papers</u></b> 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 Singh, Ms Asha M and Invigilating staff from various Noida Schools	Mr Deepak, Mr Narender, Mr Ompal, Mr Sunder, Mr Harinder Mr Jagatpal & Mr Sunderlal	
11	Preparing the day to day files with answer copies/attendance sheets/proforma for usage of supplementary sheets and washroom usage	Ms Ruby Singh	Mr Narendra, Mr Ompal Mr Sunder	One day prior to each exam day

12	<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 Dipti S/Mr Harinder	One day prior to each exam day before dispersal
13	<b>Preparing invigilation duty charts;</b> Ensuring signatures of all the invigilators every morning and issuing of classwise packets	Ms Ruby S Ms Asha M	Mr Narendra, Mr Deepak Mr Harender	
14	<b>Distribution of question papers at 10:00 a.m</b>	Ms Ruby S and Ms Asha M	Audi and Class 12 A & C : Mr Ompal 11 ABCD : Mr Deepak 10 ABCD : Mr Sunder 9 ABCD : Mr Jagatpal 8 ABCD : Mr Narendra 7 ABCD : Mr Dipti	
15	Collection of unused question papers/seating plan with attendance in the control room at <b>10:30am</b>	Ms Ruby and Ms Asha M	Mr Deepak, Mr Narendra and Mr Sunderlal	
16	Circulation of additional supplementary copies twice a day	Ms Deepak	11.30 am. Mr Sunderlal 12.30 pm Mr Narendra	
17	Collection of copies at <b>the end of the exam</b> <ul style="list-style-type: none"> <li>Copies</li> <li>Attendance sheets</li> <li>Unused supplementary sheets</li> <li>Collection of proformas and filing scissors</li> </ul>	Ms Ruby S Ms Asha M	Mr Harender Mr Deepak, Mr Jagatpal, Mr Sunderlal	Overall Supervision : VPL
18	All paper work and packing	Ms Ruby S & Ms Asha M	All 7 Lab Attendants	
19	Uploading of Centre Report	Ms Asha Menon	Mr Narendra	
20	Maintaining records of internal and external duties	Ms Ruby S	Ms Asha M	
21	Posting of pics to CBSE using CMTM app on receipt of question papers, opening of question paper parcels and packing	VPL	Ms Ruby S	
22	Uploading centre reports at the end of the exam, taking printouts and maintaining a file	Ms Asha M	Ms Ruby S	
23	Maintaining a day to day account of copies	Ms Ruby S	Countercheck : Ms Asha M	
24	Dispatch of answer scripts	Ms Ruby S	<b>Mr U Verma, Mr Anoop Dixit, Mr Sanjay Dua, Mr Pallavi along with Mr Ompal / Mr Dipti S to deposit the answer scripts at the Regional office as per the duty chart circulated by the School CBSE Exam Cell.</b>	Overall Supervision : VPL
25	Deputing support staff on daily basis	Mr A Halder	Mr Deepak	To use Sanjeev and Gulab only
26	Making arrangements for drinking water/Procuring glasses and maintaining an inventory	Mr A Halder	Mr Deepak	--
27	<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 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.	Mr A Halder Mr A Tyagi	Boys : (Gate No.2 right side) Mr Dinesh Bist/ Mr Vardhan and Mr Ravinder / Mr Anil and male guard  Girls : (Gate No.2 left side) Ms Rani N and Lady Guard (Hina)	Supervision of student Movement - Mr A Halder, Mr Anil Mr Ravindra Mr Ajay Tyagi
28	Escorting of students and pasting of direction arrows	Ms Asha M	Mr Harender and Mr Sunderlal	
29	<b>Managing the traffic outside</b>	Mr A Tyagi	Mr Anil Mr Ravinder	Staff to be posted at 09.00 a.m. in the morning and 01.15 p.m. in the afternoon

30	Briefing PPL about the question paper at the end of the exam by the respective subject teachers	Ms Ruby S	Respective Subject Teacher	
31	Maintaining dispatch records	Ms Ruby S	Ms Asha M	
32	Dispatch of unused copies	VPL	Ms Ruby S Mr Dipti and Mr Ompal	
33	Billing at the end of the exam	Ms Ruby S	Ms Asha M	
34	<b>PWD Candidates</b> Verification of documents of the candidate and scribe Communication with the schools	Ms Phillo M	Ms Neha Yadav	
35	<b>BBPS Students</b> • Generating Admit Cards • Maintaining of Duplicate I-Card File Ensuring Teacher Attendance at DAV including issuance of authority letter to the teachers	Mr Meetu T /Ms Meenakshi G Ms Asha Menon	-- Mr Santhosh Kumar	
36	<b>Escort Duty</b> To guide the students to the examination halls from 10.30a.m. to 11.00 a.m.	Mr Tara Singh Mr Ramesh, Mr Ashutosh,	Mr Sohnveer, Mr Sanjeev, Mr Gulab	
37	<b>Maintaining all financials</b>	VPL	Ms Asha M, Mr Varghese	
38	<b>Amends in TT as reqd</b>	VPL / HM (Sr) & HM (Pr)	Mr Anoop Dixit Ms Namrta K Ms Ruchika K	Timetable I/Cs to get in touch with the CBSE exam cell on a daily basis to get the list of teaches engaged in Board exam
39	<b>Standby Arrangement</b>	In absence of VPL HM (Sr) will take charge of Examination, in absence of Ms Ruby or Ms Asha , MsMeenakshi will replace		

**NO TEACHER IS PERMITTED TO AVAIL UNPLANNED LEAVE ON THE DAY OF THE EXAMINATION EXCEPT IN AN EMERGENCY.**

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL / HM (Sr) / HM (Pr) / A.O./ Security Supervisor  
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