



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182 320 (J&K)

No: SMVDU/AA/19/876-79

Dated: 21st Nov 2019

NOTIFICATION

Sub: Preparation of Date Sheet, Finalization of Examination Halls and assignment of Invigilation Duties-regarding.

Consequent upon the 32nd Academic Council Meeting held on 25th September 2019, minutes of which were notified vide no. SMVDU/AA/2019/32-AC/771 dated:- 11th October 2019, and as approved by the Competent Authority, it is intimated for information and compliance of all concerned that henceforth the assignment of invigilation duties shall henceforth be done at the School Level, as was done earlier. However, it will be the responsibility of all Heads of Schools to ensure that faculty members are made available to other Schools [for open electives/common courses] as and when required.

The responsibility of the conduct of the examination of a course, formulation of date sheet, finalization of examination halls and assignment of invigilation duties, shall rest with the School which offers that course. Faculty Members from that School shall be responsible for invigilation duty and the Head of the School will seek additional faculty, from the School where that course is offered, only if faculty from own school is not available. All faculty members of the School including the Head, Dean, Professors shall be required to give invigilation duty as may be required.

This issues with the approval of Competent Authority.


Registrar
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Copy to:

- of Schools*
1. All Deans/ Heads/~~Section Heads~~, for information & compliance.
 2. Faculty In-charge Examination/AR[Examination], for information.
 3. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
 4. Faculty I/c Website, for information and uploading on the University Website.
 5. Office Order / Circular file.