



Center Code:190

Duty Chart for the End Term Theory Examination - May 2025

Date: 27/05/2025

2/15/25



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI



Center Code:190

Center Name: USAR, GGSIPU, EDC

Duty Chart for the End Term Theory Examination - May 2025

Reporting Time for Morning (M) shift: 09:30 AM and Reporting Time for Evening (E) shift: 01:30 PM in Control Room : A-102

F.No:-

Date: 27/05/2025

[illegible]



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
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Note:

- 1) In the event of any emergency duty exchange, it is the responsibility of the faculty to arrange themselves. The concerned faculty member must inform Dr. Amrit Pal Singh of any such arrangements.
- 2) Faculty members are requested to report 30 mins before the start of exam.

Copy to:

1. Dean USAP, USAR, USDI, USMC, for dissemination of information to all the faculty members.
2. Guard file

Prof. A. K. Sani
Center Superintendent
GGSIPIU, EDC



UNIVERSITY SCHOOL OF AUTOMATION AND ROBOTICS
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY (NAAC A++)
EAST DELHI CAMPUS, SURAJMAL VIHAR, DELHI- 110032
<http://ipu.ac.in/eastcampusmain.php>



Date: 27-05-2025

NOTICE: Conduct End Term Exam, May-June 2025

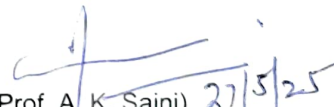
The End Term Examination May-June 2025 for all the courses taught in the University Schools of Studies at the East Delhi Campus commences in May - June 2025. The Examinations have been scheduled in two shifts, i.e. the morning shift from 10:00 AM to 01.00 PM and the afternoon session from 2:00 PM to 5:00 PM.

Conduct of Examinations in the university process is of utmost importance. Faculty members play a vital role in conducting exams with full integrity and ensuring a fair and secure testing environment for our students. Therefore, your cooperation and active participation is required to ensure the smooth conduct of End Term Examinations. Faculties are required to adhere to the following instructions regarding invigilation duties.

- The faculties, whose duties are assigned herein below, should necessarily report for invigilation duties at least 30 minutes before the scheduled time at examination centre, Room No. A102 Block A for the commencement of examinations to ensure smooth and orderly conduct of examinations.
- As per the previous practices, duties of the concerned faculties, as scheduled in the duty list, will also be intimated before the respective exam.
- **In case, due to any unavoidable circumstances, it is not possible to report for duty, please inform the conduct in advance and provide a substitute faculty invigilator for the same. No Ph.D Scholar will be allowed as replacement.**

The duty chart for End Term Examinations May-June 2025 from 31st May - 23rd June 2025 is attached below. For any clarification, etc., the concerned Faculty may talk to

Dr. Amrit Pal Singh, Deputy Center Superintendent. USAR (9213530406)


(Prof. A. K. Saini) 27/5/25
Centre Superintendent, USAR(190)

Copy to:

1. All the Deans. USS at Dwarka campus with request for needful circulation to concerned faculty.
2. Controller of Examination-I.
3. Dean USAP, USAR, USDI, USMC, for dissemination of information to all the faculty members.
4. Project Director, UITS, with request for uploading/notifying this notice on GGSIP University Website.
5. Executive Engineer, UWD, with request to ensure continuous electricity and water supply during conduct of exams.
6. AR to Registrar
7. AR to Vice Chancellor
8. Security Officer, East Delhi Campus with request to ensure needful security arrangements at the examination centres and their entry points.