



ALLAMA IQBAL COLLEGE

BIHAR SHARIF-803101, NALANDA (INDIA)

(A Deficit Grant-in-Aid Affiliated Minority Degree College within jurisdiction Patliputra university, Patna
Recognized under section 2 (f) & 12 (B) of UGC Act, 1956

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Ref. No.

Date :

Office of the Secretary,
Allama Iqbal College, Biharsharif (Nalanda)

Notification

Policy regarding Examination, Observer and Evaluation Duty

It has come to the attention of the management that some people engage themselves with examination and evaluation duty regularly for university, school examination board and college internal examination whereas others do not occupy themselves with such duties. Therefore, new policy is being introduced to ensure the smooth running of academic activities in the college while also ensuring that any work related to examination & evaluation of the university, school examination board and college internal examination is not hampered. Kindly make note of the following changes in policy.

- a) Faculties in-charge will not engage in any examination and evaluation duty. They must attentively execute the college's administrative and academic duties
- b) Head of Department must only engage in examination and evaluation duties as head examiner.
- c) Only the head of department or next to head can engage in viva duties during examination.
- d) Teachers who are solely responsible for a subject will not be sent for examination and evaluation duties.
- e) All teachers of a subject cannot be engaged in such duties at once and at least one teacher must remain in the college to fulfill their academic duties.
- f) Only faculty in-charge/head clerk can recommend teaching and non-teaching staff respectively on rotational duty during examination and evaluation period

It has been noticed that some teachers with approach get their appointment for leave from the university, school examination board and attempt to pressurize the management for duty leave. It is for this reason that the university, School examination board and college examination controller will be asked to submit a report with the following information:

- i) number of teachers required for examination duty
- ii) subject wise requirement of examiner/head examiner
- iii) duration of examination and evaluation duty

The management will also ask for a list of teachers from faculties in-charge cum examination, evaluation committee and a list of non-teaching staff from the head clerk for those due to go on duty leave for examination and evaluation purposes. The college exam controller/ Center Superintendent will engage teachers and non-teaching staff for exam duty as per their will and debar any teaching/non-teaching staff from examination and observation duties in the future if irregularities are found in duties of staff members. A disciplinary action may also be initiated by the management against said staff members as per the recommendation of exam controller/C.S.

The policy will come in effect immediately from the date of notification.

Sd/-
(Shah Javedy)
Secretary,
Allama Iqbal College,
(Biharsharif (Nalanda))

Memo No. CAIC-AIC-SO-Gen 40/24 Dated...03-01-2024

*Copy to : Principal/ Faculties Incharge all Head of Subject and other Teaching and Non-teaching staffs/Head Clerk/Accountant/Secretary office in charge for information and necessary step.

Shah Javedy
03-01-2024
(Shah Javedy)
Secretary,
Allama Iqbal College,
(Biharsharif (Nalanda))