



**CIRCULAR**

Ref. No.: EATM/EXAM/586 /24-25

Date: 26/04/2025

It is for the information for the faculty members that you need to follow following instruction for the smooth conduct of the 1<sup>st</sup> phase Even Semester Examination, 2024-25 starting from 01<sup>st</sup> of May, 2025.

1. You are not supposed to take leave without prior approval of CL/OD during the examination days. In case of unavoidable urgency, you need to adjust your assigned duty yourself and report to the competent authority before time.
2. You need to report to the examination section 30 minutes before the commencement of examination and 20 minutes before to the examination hall with necessary documents.
3. You must use your ID card while doing the examination duty and your mobile must be in silent mode. If possible, try to avoid to take your mobile phone to the examination hall.
4. You must take care in the examination halls so that no student will leave the examination hall with answer script.
5. You should obey all the guidelines provided by the university without fail.
6. You are the sole responsible person for the particular hall that is assigned to you for the invigilation duty and hence accordingly you have to act for the better interest of the institute.
7. You need to submit all the documents in the examination section at the end of each examination with proper counting and proper sequence.
8. Those who will be assigned with the gate duty need to remain at the entrance of each building 40 minutes before the commencement of examination.
9. Deans and HODs will act as the internal squad for all the days of examination if they are not having examination duty in the examination halls.

**Duty for PRO and his Team**

1. PRO need to expedite his team members to extend their help to the examination section and faculty members as far as student discipline is concerned.
2. PRO need to confirm about the facilities available in the examination halls for the smooth conduct of the university examinations.
3. Need to provide security personnel at the entrance of the buildings where the examination will be conducted.
4. Need to plan the transportation facility during the examination days for the hassle free conduct of examination.
5. Need to provide all other necessities as and when required during the examination days.

  
**Principal / Center Superintendent**  
Einstein Academy of Technology & Management  
Bhubaneswar, Khurda

Copy to: Director/ Dean (Academic)/ Dean (MBA) /HODs /Concern faculty members/ PRO/ IQAC Cell / Office Copy / Examination Section/ Accounts Section / Notice Board /Hostel Notice Boards/ Whsaap groups for circulation and information.