

Invigilation Plan for EC101 on 27.09.2008 (Saturday) 2P.M.- 4P.M.

Room	Faculty/Staff	Teaching Assistants
L1 (34 students)	Dr.C.Mahanta	06610210, 7410202
L2 (34 students)	Prof.S.Majhi	7410238, 7410239
L3 (34 students)	Prof.P.K.Bora	7410240, 7410241
L4 (34 students)	Dr.S.R.M.Prasanna	7410242, 7410243
1205 (21Students + Backloggers)	Dr.H.B.Nemade	7410244
2001 (25 students)	Dr.R.Bhattacharjee	7410203, 7410205
2002 (25 students)	Dr.A.Mitra	7410206, 7410207
2101 (25 students)	Dr.K.Karthik	7410208, 7410209
2102 (25 students)	Mr.Sanjib Das	7410210, 7410211
2201 (37 students)	Ms.S.Josephine	7410212, 7410213
2202 (30 students)	Mr.Utpal Kumar Sharma	7410214, 7410215
2203 (37 students)	Mr.Pranab Jyoti Goswami	7410216, 7410217
2204 (30 students)	Mr.Sidananda Sonowal	7410218, 7410219

The following points should be noted carefully :

- 1) The TAs must assemble in the ECE Office at 1.30 P.M. on 27.09.2008 to collect the answer script packets for the assigned rooms from the ECE office. Each packet has a label with the Room No and number of students written on it and it contains exactly the number of scripts for that particular room. The attendance sheet for that room is kept inside the packet.**
- 2) After collecting the script packets, the TAs will proceed to their assigned rooms and start distributing the scripts.**
- 3) The Question Paper packets will be handed over to the Faculty/Staff only. The Question Paper packets for Rooms L1, L2, L3, L4 and 1205 will be with Dr.C.Mahanta who will be in L1 from 1.45P.M. onwards to hand over these packets to the Faculty/Staff invigilators for these rooms. The Question Paper packets for Rooms 2001, 2002, 2101, 2102, 2201, 2202, 2203 and 2204 will be with Dr.R.Bhattacharjee who will be in Room 2001 from 1.45P.M. onwards to hand over these packets to the Faculty/Staff invigilators for these rooms.**
- 4) While recording Attendance, the TAs must take utmost care to check that the student enters both his Roll No and Name. The Absentee student's name should be marked with ABSENT.**
- 5) After the Exam finishes, the TAs should bring the packets back to the chamber of Dr.C.Mahanta (Room No. 106, ECE Dept.) and hand over the same alongwith the Attendance Sheets.**